

# **MANUAL OF REFERENCE WORK**



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**BY**

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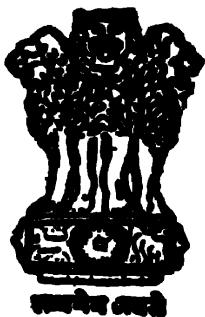
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**TO**  
**MY FELLOW LIBRARIANS**





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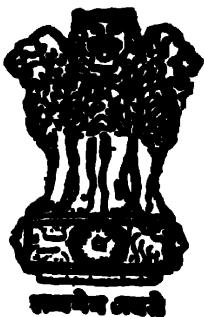
Calcutta-27, 30th January 1957.

My friend Shri Ajit Kumar Mukherjee has done me the honour of asking me to introduce his Manual of Reference Work to the readers. I have read through this Manual and I can say that it does answer the needs of the students of Library Science in this respect. He does not seek to expound the subject philosophically. He finds that some guide is needed for the students to know the barebones of the subject. His style is very lucid. He brings to the writing of this Manual several years of teaching in the Calcutta University. I know from experience how deeply he is respected by his students and how very profitable they feel his instruction has been. I have no hesitation in recommending the Manual to the students of Librarianship as providing a realistic basis for their further study. A noticeable feature of this Manual is that for the first time, such Indian material as is available, has been dealt with competently.

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(B. S. Kesavan)  
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## REFERENCE WORK AND ITS IMPLICATIONS

### Theory and Objective

By 'Reference Work' we actually mean that part of the Library Service rendered directly and personally, by the Librarian or Reference Assistant or any of the Library staff, to the general readers, who require some help regarding any specific information or for their study or research. The properly organized Library has the Catalogues to help its readers, it has different kinds of Reference Books wherein a wealth of information has been coded; but the common reader may still be in need of further guidance, to select the proper books for his reading, to find out the specific information from a reference book or to prepare a reading list for his own study or research. It is this "Assistance to Readers" given in various ways which is technically called 'Reference Work.'

James I. Wyer has very appropriately defined it as, "sympathetic and informed personal aid in interpreting library collection for study and research."

Apart from the mechanized aids provided in the library by way of Catalogues, Shelf-charts, Accession Lists, etc., the provision of the human element, to act as intermediary between the reader and the right book, or the enquirer and the right information, is also essentially necessary. The A.L.A. "Glossary of Library Terms" thus defines Reference Work as, "That phase of library work which is directly concerned with assistance to readers in securing information and in using the resources of the Library in study and research."

In our country we scarcely find a separate Reference Service in the Organization of any library. Experience shows, however, that enquiries of different kinds from different readers are daily attended to in every library. A reader may get lost before a large number of drawers of your Card

Catalogue. He knows the title of the book he wants to read, sometimes he knows the author's name, sometime the subject only, but it is obligatory on the part of the library staff to initiate the reader into the use of the Card Catalogue, which may differently be a Dictionary Catalogue, a Classified Catalogue or an alphabetical Author and Subject Catalogue, separately arranged. Similarly, a reader may be in need of a list of paint merchants of Calcutta, someone may want to know the exact difference in the heights of Kamet and Kanchanjangha, some may enquire about the percentage of literacy in India, or about the air distance between Karachi and Kabul. None of these readers expects the Librarian to know the answer to each and every question, but every enquirer may reasonably expect to be guided by the Librarian to the proper reference book, be it a Directory or a Year Book or a Guide book, wherein he may find the answer to his question. To be able to render appropriate Reference Service, one should be sympathetic towards his clientele, anticipating their difficulties and offering them informed help. Whether there is a specified reference service in a library or not, the modern progressive theory of reference work assumes that, every library desires to give the fullest possible attention to demands made on its reference service by finding or creating ways and means to satisfy every questioner.

### Reference Question and Reference Technique

The idea of Reference Work pre-supposes the existence of the four following factors: (1) the reader or enquirer, (2) the question or enquiry, (3) the Librarian or Reference Assistant and (4) the reference tools or materials. If any one of these is absent, the circuit is not completed. Of these, the Librarian and the reader are personal factors; and the question or inquiry and the reference material are the inpersonal factors. Unless a proper relationship is established between them, the reference service cannot be successful. The reader has to approach the Librarian with his enquiry and then the latter finds out from the relevant reference tools the answer to the inquiry.

The Reference Question, as such, is defined as, "A request from a patron of a Library for information of a definite nature, which he expects to be found in printed materials and their like; or for a certain work or works, not readily located in the Library." (Wyer)

It is imperative, however, that the Reference Question or Enquiry should always be specific or clear cut; as otherwise, the Reference Librarian would have to spend much time and energy simply to get at the root of the undefined problem. The entire conception of Reference Service is based on the fact that the Reference Librarian is approachable, both physically and intellectually. As he talks with a reader with a problem, or question or enquiry, he must also carry in the background of his consciousness, the types of materials which may contain the data wanted, so that, by the time the interview is ended, the plans for his search is ready. In fact, actual searching for material may, in some cases, go hand in hand with the interview.

Attempts have been made by Reference Librarians to classify reference questions especially by (1) subject and (2) type. A subject analysis may only reveal the subject-fields, relative to the questions, having preponderance in different kinds of libraries. A classification by types may reveal the preponderance of the four following types: (1) Directory type, viz., location of persons and places, (2) Fact finding type, answered easily from Year Books and Almanacs, (3) Readers' Advisory types, viz., reading lists on particular topics or 'best book' for a particular purpose, and (4) Research type, where one has to make extended search in aid of research. This classification may help the Reference Librarian in his search methods.

## Reference Department and Its Organization

A Reference Department should be considered as a component part of the entire organization of the Library. In most libraries in our country it is either non-existent or neglected, but in some libraries at least, particularly the special libraries, it gets much prominence. Usually, the Library Organisation

includes four major sections, *viz.*, Acquisition Section, Processing Section, Circulation Section and Reference Section.

### Equipments in the Reference Section

(a) The "Reference Desk," is the centre of Library's Reference Service. The term "Information Desk" is often preferred in big libraries. Sometimes, it is also called "Inquiry Desk."

(b) A Telephone is also there, as enquiries often come over the phone.

(c) In Special Libraries and big Public Libraries in the Western countries, there are also documentary reproduction equipments in the Reference Departments, for making micro-films and photocopies of printed materials and manuscripts, for the use of their readers.

(d) Some libraries maintain in their Reference Section Vertical Files for keeping pamphlets, offprints, clippings, etc.

This Reference Centre should be placed close to the Catalogue, which is the most important bibliographical tool of the library. Handy, near the counter there should be a collection of up-to-date 'Fact Books' or 'R' books which is actually the heart of a Reference collection. With the help of these, more than 75 per cent of the fact-finding enquiries of an ordinary library can be tackled. These 'R' books are the common types of reference tools, such as, (1) The Statesman's Year-book, (2) Who's Who, (3) Shorter Oxford English Dictionary, (4) Annual Register, (5) Lippincott's Gazetteer, (6) Keesing's Contemporary Archives, (7) India—Annual, (8) World of Learning, (9) Columbia Encyclopedia, (10) Thacker's Directory of India and Pakistan, (11) Whitaker's Almanack, and (12) Hoyt's Practical Quotations.

The collection of these materials only would ensure a general coverage of Reference Enquiries in any type of library in our country. The remaining portion of the Reference collection may be arranged on some nearby shelves, according to their types, as well as according to subjects, if they cover different subject areas.

Big libraries may have a reference collection running into several thousand volumes, whereas others may only have the common types of reference tools, as mentioned above. Nevertheless, it is a recognized principle that, the library as a whole should contain both the books meant for circulation use and for reference use.

Ordinary question may be answered easily from commonplace reference books, but enquiries often require extensive search for materials, expert knowledge of the subject involved is sometimes called for and only a wide range of bibliographical knowledge and a vast collection of reference materials are helpful on such occasions. Herein comes the organizational aspect of Reference Work. Selecting and organizing materials and personnel are therefore as important a part of reference work as the interpretation of reference materials to the enquirers.

McCombs says in this respect that the organization of the Reference Department in the latest phase has actually evolved from the very modest efforts of the librarian of the small library who will himself aid the readers in finding books and finding facts. As the library grows, specialization becomes necessary and an assistant is entrusted with the sole work of attending to the reference enquiries. As a further step, a separate department is organized centrally under a Reference Librarian with assistants to help him. Still further development is effected by having specialized reference divisions, each under a separate reference librarian, which are co-ordinated by the Central Reference Organization. Such a complex Divisional Organization, however, is likely to present difficult technical and administrative problems. The cost in space, staff and books would be much heavier than that in strongly centralized organization.

### Selection of Reference Materials

The Organization of the Reference Department has therefore a dual aspect, firstly, the selection and organization of reference materials or tools and secondly, the selection and organization of personnel. In the matter of selection of materials the type or nature of the library would be the first

consideration and we know that, there are various types of libraries—the School library, College library, University library, Public library, Municipal library, Government departmental library, the Science-Technology library, and the Special libraries attached to the Learned Societies, Research Institutions, Business, Industrial and Commercial Organizations, etc. Variations in the selection of materials should therefore be considered in view of the preponderance of one or another kind of question or subject involved, which influences directly the functions of the Reference Department. Apart from the conventional Reference Books, which are useful in any kind of library, there would be quite a large number of recognized Reference Materials relating to different subjects, in the realm of Humanities and Scientific disciplines. A knowledge of the subject concerned and of its useful references, would go a long way in the selection of reference materials and organization of the Reference Department of a particular library.

### § Selection of Reference Personnel

According to McCombs, for most effective organization of Reference Department in the personnel sector, we should provide specialized reference services, by the appointment of assistants qualified by training and experience to aid readers and to select books in subjects requiring some degree of special knowledge. In the perspective of such high requirements of the "Reference Staff," the success of Reference Department has been adequately enumerated by I. G. Mudge in the following lines: "The possession of the right books and the knowledge of how to use them are two things essential to the success of a reference department and the latter is no less important than the former. The ignorant assistant can render comparatively useless the finest collection of reference books, while the skilled assistant, who knows how to get from each book all the varied kinds of information that it is planned to give, can show astonishing results even when limited to only a few basic books." It is imperative therefore that, "Reference Library work should be an integral part of every assistant's general training, for no

work is so essential if the requisite knowledge of the use and contents of books is to be obtained." (E. V. Corbett)

"The Reference Assistant or Librarian, as such, should possess natural capacity involving aptitude for bibliographical research and personal qualities ensuring successful service with readers. To this must be added a certain standard of general and professional education, with the third factor experience acquired in due course. James Wyer says that, the ideal Reference Librarian must love books, folks and order. His love of books would drive him not only for their acquisition, but he would also be eager to embrace every opportunity to encourage and promote their use. His bookishness should be scholarly, not superficial, informed, not pretending. Socialmindedness leads him to his love of folks in whom he takes a keen interest, trying to get to the heart of a reader's problem. His love of order is responsible for the proper organization of the Reference Materials, so that, every book or periodical, for general or reference use, is assigned its proper place, performing its proper function. The Reference Librarian, considered from all points of view, is therefore required to possess very high qualifications, not only with regard to his academic and technical achievements, but also with regard to the structure of his own personality. He should have a retentive memory and be imaginative. He is also expected to cultivate the habit of continuous and wide reading.

## REFERENCE BOOKS

① Reference Books obviously differ from ordinary books due to the fact that, they are looked up only for specific information and are not meant for continuous reading. Whether for recreation or study or research, a book on any subject or topic is gone through thoroughly, but no one would be expected to read a dictionary or an encyclopedia, or an atlas, from cover to cover. Many attempts have been made to define Reference Books, but the following one, given in the American Library Association's "Glossary of Library Terms," appears to be the best: "It is a book designed by its arrangement and treatment to be consulted for definite items of information, rather than to be read consecutively," and "It is a book whose use is restricted to the Library building." According to Dr. Ranganathan, Reference Books collect and organize known information in a way, which makes its re-call expeditious and exhaustive.

In such books the facts are usually brought together from a vast number of sources, and arranged for convenient and rapid use. They may supply the information directly, as in encyclopedias, dictionaries, directories, almanacs, etc., or they may point the way to the pieces of literature where the information is found, as the bibliographies, indexes, etc., do. In fact, any book may be considered as a Reference Book, if it contains information so arranged and so indexed as to be readily accessible. Reference Books harness the power available in print to render mankind a very valuable service.

There are several structural varieties of them and the most representative of conventional Reference Books or Tools are of the following types:

1. *Dictionaries*
  - (a) Language, (b) Special Subject.
2. *Encyclopedias*
  - (a) General, (b) Special Subject.
3. *Gazetteers: Guide Books: Atlases: Maps and Globes*
4. *Year Books: Almanacs*

## REFERENCE BOOKS

5. *Biographical Dictionaries*  
(a) International, (b) National—Retrospective  
(c) Current—Universal and National, (d) Specialist's Biographies, (e) Biographical Indexes.
6. *Directories*  
(a) General and International, (b) National or Local, (c) Scientific and Learned Societies, (d) Trades and Professions.
7. *Handbooks and Manuals*  
(a) Curiosity Handbooks, (b) Literary and Historical Handbooks, (c) Quotation and Proverb Books, (d) Statistical Handbooks, (e) Documentary Handbooks, (f) Parliamentary and Debates Handbooks, (g) Cook Books, Household Handbooks and Books of Formulas.
8. *Bibliographies*  
(a) Selective or Eclectic, (b) National, (c) Trade, (d) Subject, (e) General or Universal, (f) Bibliographies of Bibliographies.
9. *Serials—their Indexes and Abstracts*  
(a) Periodicals, (b) Newspapers, (c) News Summaries.
10. *Catalogues*  
(a) Library, (b) Commercial.
11. *Government Publications and Documents*  
In the fields of History, Statistics, Business, Agriculture, Education, Defence, Law and Science, etc.
12. *Audio-Visual Sources*  
(a) Museum Objects, (b) Graphics (photographs, models, slides), (c) Projected Materials (filmstrips, films), (d) Auditory Materials (taperecording, gramophone, etc.)

### Evaluation of Reference Books

Reference Books differ in purpose from other books and, as such, it is necessary that, their real value should be appraised by certain standards. To characterise them as good ones, we

must examine them first, and the following checkpoints or study points may be applied to test Reference Books of different types.

### I. Authority

By authority the following three points are implied, (a) *Authorship*, (b) *Sponsoring Agency* and (c) *Geneology*. The experience, education and reputation of those responsible for the compilation, edition and publication of the book, as well as the history of the work, if it is not a new one, are therefore to be checked properly.

### II. Scope

We must know the *purpose* of the book as enumerated in the preface; the *coverage* or range of subjects and its limitations; the *up-to-date-ness* of the material; and *bibliographies*, i.e., to what extent they indicate scholarship and guide the user to additional information. The utility of the reference book depends much on satisfactory answer to these tests.

### III. Treatment

This involves *accuracy*, *objectivity* and *style*. How reliable are the facts accumulated in the Book? Does it show any bias or treats equally all subjects of equal importance? Is it written for an ordinary person or a scholar, for a child or an adult? The reference librarian should be critical of the treatment and obtain satisfactory answers to such queries.

### IV. Arrangement

The *sequence* or *order of the contents* followed and the provision of *Index* are also very important points. To understand the arrangement one should know whether the order of the contents is classified, chronological, geographic or alphabetic. One should check the text to find out if it is properly complemented by an *Index*. If the order is not alphabetic, an alphabetical index is absolutely necessary.

### V. Format

This relates to the *physical make-up* of the book; including binding, paper, types, layout, etc., as well as, the illustrations.

Their quality have got to be assessed. Cheap paper cover volumes should be avoided as much as possible.

### *VI. Special Features*

- The *distinction* or the features which distinguish one reference book from the others would be another important point for the reference librarian to study. Works coding identical information may have distinctive features.

To help proper evaluation on the above lines, there are a few guide books and manuals, the most important of which is Winchel's "Guide to Reference Books." This would be of much help for the evaluation of the old and standard reference books as its annotations for individual titles are both evaluative and critical. For evaluation of new and revised reference books the best source would be the quarterly "Subscription Books Bulletin" (A. L. A.), which gives critical review of reference books and closes with statements "recommended" and "not-recommended."

## DICTIONARIES

The term "Dictionary" usually connotes the Language Dictionary which is the main source for meaning, spelling, pronunciation, usage, etc., of the words in a particular language. It is defined as, "a book, containing words of a language, arranged usually in alphabetic order, giving information about words."

They are either uni-lingual or bi-lingual, or sometimes, especially in the case of science-technology dictionaries, multi-lingual. There are certain other types of dictionaries, such as, the Glossary, which is a partial list of dialect or technical terms in a special field, accompanied by explanations. Sometimes the term Lexicon is used to denote a dictionary of some foreign language. Another term, which is used in the literary field, is Thesaurus, which literally means, a treasury of words. All these terms, including *Dictionaries of Synonyms and of Abbreviations* are, however, comprehended in the large class of dictionaries.

Many questions at the counter of the Reference Desk would relate to matters of language. Dictionaries and other types of language books, as stated above, are of much help in this connection. Some typical questions, which can be answered from these sources only, are mentioned below:

1. *What is the meaning of—*  
(a) Rosetta Stone, (b) Boston Tea Party, (c) not a stiver, (d) protocol, (e) mouthglue, (f) frame of reference, (g) shuffleboard, (h) pork barrel, (i) condominium, (j) nuclear fission?
2. *What is a 'split infinitive'? What is 'istle'?*
3. *What is the proper use of such words as 'Lay' and 'Lie'?*
4. *How to identify—CWT, j.n.d.?*
5. *What is the significance of the use of such foreign terms in English language, and what is their meaning—if so facto, pari passu, sine qua non, modus operandi, ab initio, ad hoc, faux pas, vis-a-vis, resume?*
6. *What is the slang meaning of—*  
Violin case, squeeze play, taking a powder?

## Examples of Dictionaries

*Uni-lingual and Bi-lingual (marked with asterisk)*

### English

- (1) Oxford English Dictionary or O.E.D. Being a corrected Reissue, with an Introduction, Supplement and Bibliography, of "A New English Dictionary on Historical Principles." Oxford, Clarendon Pr., 1933. 12v. and Supplement.
- (2) Webster's New International Dictionary of the English Language. 2nd. ed., unabridged. Springfield, Mass., Merriam, 1950. 3214p.

### German

- (1) Grimm Joseph, and Grimm, Wilhelm—Deutsches Wörterbuch. v. 1-16. Leipzig, Hirzel, 1845-1938.
- \*(2) Breul, Karl—Heath's New German-English, English-German Dictionary; rev. and enl. Boston, Heath, 1936. 2v.

### French

- (1) Académie Française—Dictionnaire de l'Académie Française. 8. éd. Paris, Hachette, 1931-35. 2v.
- \*(2) Mansion, J.E.—Mansion's Shorter French and English Dictionary. Boston, Heath, 1947. 685 + 940p.

### Bengali

- (1) Bandopadhyaya, Haricharan—Bangiya Sabda-Kosha. Calcutta, Visva-Bharati, 1339 B. S. 5v., 3276p.
- \*(2) Guha, Charu Chandra—Modern Anglo-Bengali Dictionary. Dacca, 1916-19. 3v.

### Sanskrit

- (1) Nāmalingānusāsana : Amarakosha : by Amar Singha, with the commentary of Bhanuji Dikshit, edited by Pandit Shiva Datta. 6th. ed. Bombay, 1944.
- \*(2) Bohtlingk, Otto von and Roth, Rudolf—Sanskrit—Wörterbuch. St. Petersberg, 1855-75. 7v.
- \*(3) Monier—Williams, Monier—A Sanskrit-English and English-Sanskrit Dictionary. New ed. Oxford, 1933.
- \*(4) Schupak, N. Nitti, L., and Renov, L.—Dictionnaire Sanskrit français. Paris, 1931-32.

*Russian*

- \*(1) Segal, Louis—Russian-English and English-Russian Dictionary. London, Humphreys, 1948. 2v.
- \*(2) O'Brien, M.A.—Russian-English and English-Russian Dictionary. London, Allen and Unwin, 2v.

*Latin*

- \*(1) Smith, W.—Latin-English Dictionary, 3rd. ed. London, John Murray, 1949.
- \*(2) Harper's Latin Dictionary, rev., enl., and re-written by Charlton Lewis and Charles Short. N.Y., American Book Co., 1907. 2019p.

*Italian*

- \*(1) Hoare, Alfred—Short Italian Dictionary. N.Y., Macmillan, 1947. 421p.

*Spanish*

- \*(1) Cuyas, Arturo—Appleton's New English-Spanish, Spanish-English Dictionary, rev. and enl. N.Y., Appleton-Century, 1940. 1135p.
- (2) Académie Espanola—Diccionario de la lengua española. 16. ed. Madrid, Espasa-Calpe, 1939. 1334p.

*Greek*

- \*(1) Liddell, H.G., and Scott, Robert—Greek-English Lexicon. New ed., rev. and augmented. Oxford, Clarendon Pr., 1940. 10 parts.

*Portuguese*

- \*(1) Richardson, E.L., and Sa Pereira, M.—Modern Portuguese-English, English-Portuguese Dictionary. Philadelphia, McKay, 1943. 347p.

*Hindi*

- \*(1) Student's Romanised Practical Dictionary. Hindi-English and English-Hindi. 6th. ed. Allahabad. 1946. 2v.
- \*(2) Raghuvira—A comprehensive English-Hindi Dictionary of governmental and educational words and phrases. Nagpur, Int. Acad. of Ind. Cultr., 1955. 1579p.

*Thesaurus*

- (1) Roget's International Thesaurus. New ed., rev. N.Y., Crowell, 1946. 1194p.
- (2) Mawson, C.O.S.—Thesaurus of the English Language in Dictionary Form. N.Y. Garden City, 1934. 600p.

*Usages*

- (1) Fowler, H.W.—A Dictionary of Modern English Usage. Oxford, Clarendon Pr., 1954. 742p.
- (2) Horwill, C.P.—A Dictionary of Modern American Usage. N.Y., Oxford Univ. Pr., 1944. 360p.

*Abbreviations*

- (1) Allen, E.F.—Dictionary of Abbreviations and Symbols. N.Y., Coward-McCann, 1946. 189p.
- (2) Mathews, C.—Dictionary of Abbreviations. London, Routledge, 1947. 232p.

*Synonyms*

- (1) Webster's Dictionary of Synonyms. Springfield, Mass., Merriam, 1942. 907p.
- (2) Devlin, Joseph—A Dictionary of Synonyms and Antonyms. Cleveland, World Pub. Home, 1938(?). 235p.

*Slang*

- (1) Partridge, Eric—A Dictionary of Slang and Unconventional English, etc., 3rd. ed., rev. London, Routledge, 1949. 1230p.

*Subject Dictionaries*

In the reference field, there are certain books which contain the specialized terms of a subject, or of several related subjects also arranged in alphabetic order, with explanation of their meanings and use. These are called the *Subject Dictionaries*.

*Examples of Subject Dictionaries*

- (1) Horton, B. J., & ors.—Dictionary of Modern Economics. Washington, Public Affairs Press, 1948.
- (2) Warren, Howard C.—Dictionary of Psychology. Boston, Houghton Mifflin, 1934. 372p.

- (3) Pei, Mario A., and Gorynor, Frank—Dictionary of Linguistics. N. Y., Philosophical Library. 1954.
- (4) Blakiston's New Gould Medical Dictionary. Philadelphia, Blakiston, 1949. 1294p.
- (5) Fairchild, H. P.—Dictionary of Sociology. N.Y., Philosophical Library, 1944.
- (6) Rice, Clara Mabel—Dictionary of Geological Terms. Ann Arbor, Michigan, Edwards Bros. Inc., 1945.
- (7) Jaeger, E. C.—A Source Book of Biological Names and Terms, 2nd. ed. Springfield, Ill., C. C. Thomas, 1950. 287p.
- (8) James, Glem, and James, R. C.—Mathematics Dictionary. Rev. ed. N.Y., Van Nostrand, 1949. 432p.

Quite a number of simple questions asking for the meaning of specific terms in the different subject fields, as mentioned below, are daily encountered by Reference Librarians, and language dictionaries may not be helpful in this regard. Only a collection of dictionaries of different subjects, as mentioned above, would prove invaluable on such occasion.

#### Typical Questions asking for the Meaning of Terms like:

Marginal Return, Deficit financing, Gestalt, Play Therapy, Glottochronology, Morpho-phonemes, Grouse Disease, Sicklimia, Social Medicine, Miscegenation, Fool's Gold, Pyrite, Hypen, Sequax, etc.

## ENCYCLOPEDIAS

### Definition and History: Value as Reference Source

The use of the word "Encyclopedia" originated with the ancient Greeks, amongst whom the educated were considered to have completed the "circle of knowledge". In the modern sense we may call it, a work which attempts to systematize all available knowledge, if it is of a general nature. There are ~~encyclopedias~~, which are devoted to particular subject fields, giving detailed account of the different aspects of the subject; and these are the special encyclopedias. The A.L.A. "Glossary of Library Terms" defines it as, "A work containing informational articles on subjects in every field of knowledge, usually arranged in alphabetical order, or a similar work limited to a special field or subject."

Pliny's "Historia Naturalis" or "Natural History" is perhaps the first encyclopedia attempting to analyse the contents of 2000 ancient books and compiled in classified form under broad subject headings. Various attempts have been made through the succeeding ages, for compilation of improved types of encyclopedias, which actually came into its own in the 18th Century. The first English Encyclopedia in alphabetical order was published in 1704 by John Harris, and it was called "Lexicon Technicum, or a Universal English Dictionary of Arts and Sciences." This was followed by Ephraim Chambers' "Cyclopaedia" in 2 volumes, published in 1728. Thereafter encyclopedists passed through decades of excitement, storm and stress, and finally the modern version of it, the first edition of "Encyclopedia Britannica," made its appearance in 1768. Its 1955 edition is the latest (15th.)

Encyclopedias would form the backbone of the collection of Reference Works in any library. In general libraries, there should be a comprehensive collection of this type of reference tool in all languages. Those who cannot afford such big acquisition owing to lack of funds, must at least have some basic encyclopedias in the general and special fields. The smallest

collection should at least have a standard one. For background information on any topic or subject, a reference is invariably made to an encyclopedia. For detailed information, those in the subject fields are invaluable.

The construction of encyclopedias, although arranged alphabetically or classified by subjects, are usually of two types: (a) one type gives long articles on general subjects, smaller topics being included in them. To locate these smaller topics, a reference should be made to the index; (b) in the second type, there are also articles on smaller topics and readers are guided to related subjects by cross-references. The efficient use of encyclopedias requires a knowledge of such basic peculiarities. In the 23 volumes of "Encyclopedia Britannica", the 24th. being the Index, there are 40,000 articles. But this does not mean that, the coverage is limited to these articles only. 500,000 subjects have been treated in it. Reference to the Index is therefore essential in such cases.

For evaluation, the tests or check-points enumerated generally for reference books would also apply for encyclopedias. Special care, however, should be taken to check the Format in view of its costliness. The binding should be attractive and durable. The paper must not be transparent showing through the reverse of the page. The type should be large and clear, etc. In the special features of the encyclopedia, bibliographies are the most important ones. Although they are never exhaustive, they must lead the reader to further progress.

### Limitation of Encyclopedias

The encyclopedias suffer from limitations, those mentioned below being the prominent ones:

(a) They go out of date, and it is a problem to keep them abreast of current knowledge. New discoveries and inventions may render a considerable part of the text antiquated. It is not very easy to revise it or have a new edition at the cost of a few lakhs of rupees.

(b) The pressure of new subjects may necessitate the dropping out of many articles of real worth in successive edi-

tions. Brilliant articles could be cited in the 7th., 8th., 9th., and 11th. editions of "Britannica" which are of genuine historical value.

(c) It serves only as a background source for information or knowledge on subjects and topics, generally. For detailed information on specific subject fields, special encyclopedias are more helpful, but unfortunately these also are not available on all specific subject fields.

(d) The bibliographies appended to articles are usually not exhaustive.

(e) Some well-known encyclopedias suffer from national bias, wherein all subjects and countries are not equally treated.

The first defect, however, is largely being countered by the issue of supplements, year books, or loose-leaf insertions, and by periodical or continuous revisions. To obviate the second difficulty the reference assistant must acknowledge the fact that, each encyclopedia, and each edition of one, supplements every other. No encyclopedia is best in all fields. The other problems enjoin upon the reference assistants for their solution, a regular service for bibliographical research to supplement the information contained in the encyclopedias, general or special, which serve well under all circumstances as basic source materials on all branches of knowledge and diverse topics.

### Types of Questions answered from Encyclopedias

Reference Librarian has to rely much upon Encyclopedias for answering certain types of background questions, which are usually put as follows:

- (a) I want something on the "Institution of marriage".
- (b) May I have the description of the "Wooden Horse of Troy"?
- (c) I want something about "Psychoanalysis".
- (d) May I have general information about "Television"?
- (e) Please let me know all about "Folkways". I also want to know who coined this word.
- (f) I need material for a paper on "History of Taxation" in general.

- (g) May I have something on the "Mortuary customs of the Parsees"?
- (h) I want to know something on "Glass and Its Industrial uses."
- (i) May I have a short note on "Applied Anthropology"?

There would be innumerable questions at the 'Enquiry Desk' of similar types on different topics and the encyclopedias would be best suited to give detailed account of such topics, making it unnecessary to refer to other works. For answering questions requiring immediate subject approach, references should be made to the encyclopedias of respective subject fields, if available.

### **Examples of Encyclopedias**

Encyclopedias may be divided into following groups—  
 (1) Adult: Comprehensive and multivolume, (2) Adult: popular and multivolume, (3) Adult: one volume, (4) Juvenile: multivolume, (5) Juvenile: one volume, (6) Non-English Encyclopedias, (7) Subject Encyclopedias: multivolume, (8) Subject: one volume.

#### **Adult: Comprehensive and Multivolume**

- (1) Encyclopedia Britannica. A New Survey of Universal Knowledge. Chicago, Encyclopedia Britannica, rev. ed. 1955. 24v.
- (2) Encyclopedia Americana. N.Y., Americana, 1950. 30v.
- (3) Collier's Encyclopedia. N.Y., Collier, 1949-50. 20v.
- (4) Chambers's Encyclopedia. London, Oxford Univ. 1950. 15v.

#### **Adult: Popular and Multivolume**

- (1) The American Peoples Encyclopedia. Chicago, Spencer Pr., 1948. 20v.
- (2) Grolier Encyclopedia. N.Y., Grolier Soc., 1950. 10v.

#### **Adult: One Volume**

- (1) Columbia Encyclopedia, in One Volume; ed. by William Bridgewater and Elizabeth J. Sherwood. 2nd. ed. N.Y., Columbia Univ. Pr., 1950. 2203p.

**Juvenile: Multivolume**

- . (1) Compton's Pictured Encyclopedia. Chicago, Compton, 1950, 15v.
- . (2) World Book Encyclopedia. Chicago, Field Enterprises, 1950. 19v.
- . (3) Book of Knowledge, the Children's Encyclopedia. N.Y., Grolier Soc., 1950. 20v.
- . (4) Oxford Junior Encyclopedia. London, Oxford Univ. Pr., 1948. (To be completed in 12v. and Index).

**Juvenile: One Volume**

- (1) Golden Encyclopedia. N.Y., Simon & Schuster, 1946. 125p.

**Non-English Encyclopedias**

- (1) *German*  
Brockhaus' Konversations-Lexicon; der Grosse Brockhaus. Leipzig, Brockhaus, 1928-35. 21v.
- (2) *German-Swiss*  
Schweizer Lexikon; Zurich, Enycelios-Verleg, 1945-48. 7v.
- (3) *French*  
Larousse du XX siècle. Paris, Larousse, 1928-33. 6v.
- (4) *Italian*  
Enciclopedia italiana di scienze, lettere, ed arti. Roma, Instit. della Eneic. Ital., fondata da Giovanni Treccani, 1929-37. 35 and Indici (v. 36). 1939; Appendici I, 1938, Appendici II, 1938-1948.
- (5) *Russian*  
Bol'shaja Sovetskaja entsiklopedija. Moskva, 1927-47. 65v.
- (6) *Spanish*  
Enciclopedia universal ilustrada Europeo-Americana. Barcelone, Espasa, 1905-50. 89v.
- (7) *Bengali*  
Visva-Kosha, ed. and published by Nagendra Nath Basu, Calcutta, Visva-Kosha Pr., 1309-1318 B.S. 22v.

(8) *Bengali (Juvenile)*

Shishu Bharati, ed. by Jogendra Nath Gupta.  
Calcutta, Ind. Pub. House, 19-. 10v.

(9) *Tamil*

Tamil Encyclopedia. Madras Univ. Pr., 1953-. 12v.  
(2 vols. already published).

(10) *Hindi*

Hindi Viswa Bharati, ed. by Narayan Chaturvedi and Krishnaballav Dwivedi. Lucknow, Hindi Visva-Bharati Karyalaya, n.d. 5v.

**Subject Encyclopedia: Multivolume**

- (1) ✓ Encyclopedia of Religion and Ethics, edited by James Hastings & ors. Edinburgh, Clark, 1908-27. 13v.
- (2) ✓ Encyclopedia of the Social Sciences; E.R.A. Seligman & ors. N.Y., Macmillan, 1930-35, Reprinted in 1951. 15v.
- (3) Cyclopedias of Education, ed. by Paul Monroe. N. Y., Macmillan, 1911-13. 5v. in 3.
- (4) Encyclopedia of Chemical Technology, ed. by R.E. Kirk & ors. N.Y., Interscience Encyclopedias, 1947-56. 15v.
- (5) Encyclopedia of General Acts and Codes of India, ed. by T.B. Sapru. Bombay, Butterworth, 1935-45. 14v. & Suppl.

**Subject Encyclopedia: One Volume**

- (1) Van Nostrand's Scientific Encyclopedia; 2nd. ed. N.Y., Van Nostrand, 1947. 1600p.
- (2) Taylor's Encyclopedia of Gardening, Horticulture and Landscape Design, ed. by Norman Taylor. Boston, Houghton Mifflin, 1948. 1225p.
- (3) Runes, D.D., and Schrickel, H.G., eds.—Encyclopedia of the Arts. N.Y., Philosophical Library, 1945. 1064p.
- (4) Ferm, Vergilius. (ed).—An Encyclopedia of Religion. N.Y., Philosophical Library, 1945. 844p.
- (5) ✓ Kingzett's Chemical Encyclopedia: A digest of Chemistry and its industrial applications; rev. and ed. by Ralph K. Strong, 7th. ed. N.Y., Van Nostrand, 1946. 1092p.

# GAZETTEERS, GUIDE BOOKS, ATLASES, MAPS AND GLOBES

Geographical questions are often posed in modern libraries in a variety of forms and details. Human curiosity has been stimulated since the last war for knowledge of places which had hitherto been unknown, for cities and towns which have been connected by inter-national airways, for mountain peaks and lakes which have been brought into bold relief through the sustained human efforts in mountaineering and exploration. This implies that every library must have some basic geographical works or tools as reference sources.

There are the three following types of such basic reference tools :

(1) Gazetteers, (2) Guide Books, and (3) Atlases, Maps and Globes.

## I. Gazetteers

*Gazetteer* is a geographical dictionary or a dictionary of places, or a finding list with alphabetical arrangement of towns, cities, rivers, lakes, mountains, etc., with indication of their location and other brief particulars.

For identification, brief description and other information regarding population, industries, etc., of a place, known or little-known, the reference librarian's first resort would often be a World Gazetteer. If the country is known, localization of the place becomes easy, by referring to a gazetteer of the country concerned, if it is available. Some old gazetteers like Hunter's "Imperial Gazetteer of India" are very useful for historical information and for place names that have since changed.

## II. Guide Books

*Guide Book* is defined as "a handbook for travellers that gives information about a city, region or country, or a similar handbook about a building, museum, etc." (A.L.A. Glossary of Library Terms.)

This type of reference tool is important for longer descriptions of places, from the travel point of view.

### III. Atlases, Maps and Globes

An "Atlas" is a volume of maps, plates, engravings, tables, etc; with or without descriptive letterpress. It may be an independent publication or it may have been issued to accompany one or more volumes." (A.L.A. Glossary of Library Terms.)

Atlases may be world-wide in treatment or may be confined to a particular country. Very often, general atlases, covering the whole world, differ considerably in their contents according to the country in which they are published; regions of the publishing country getting more prominence to the detriment of other areas. The atlases, maps and globes are helpful for visual location and identification.

The reference librarian should have some elementary knowledge of cartography. He should keep in mind that, scales vary from map to map and also the date, which is important in view of territorial adjustments, effected during the past years.

For evaluation of maps, certain points other than those prescribed for reference books in general, should be considered. The *scale*, *projection*, *topographical representation*, *elevation* and *method of reproduction* are further checking points for individual maps and atlases. It should also be noted that there are specialized maps, as statistical, historical, commercial, metereological, ethnological, etc. They are important in the scholastic fields of history, geography, scientific survey or research work; and for tourists and motorists 'Road Maps' are also necessary.

The main sources for Maps are the Government Agencies, specialized firms and Geographical Societies. Those published by the British Ordnance Survey, Survey of India Office, Dehradun and Calcutta, United States Geological Survey, etc., are products of Government Agencies.

#### Typical Questions

1. How to locate Harvey Isles, Monaco, Presque Isles, Goose Bay, Kunming, Accra, Maiduguri and Keflavik?
2. What is the air distance between Calcutta and Karachi?
3. What importance attaches to the following places: Sanchi, Quirigua, Sukkur, Ellora and Eniwetok?

4. Where is 'Chaukan Pass' and what is its elevation ?
5. What areas comprise the North East Frontier Agency ?
6. Is the 'Main River' in Germany or Ireland ?
7. What is the exact area of Kodiak Isles and what is its economic importance ?
8. What are the capitals of Saurashtra, Azerbaijan, Ethiopia, and Israel ?
9. Where to get a topographical and historical account of the Almora District ?
10. How to obtain detailed information on Switzerland, which is required by a traveller ?
11. What regions are designated as Cis-Himalayan and trans-Himalayan ?
12. How to find the explanation of the following geographical terms: Air Temperature, Bolsons, Sub-artic. Tectonic forces, coniferous forest, Everglades, Eskers, Drumlins, Atoll, Azonal Soils.

### Examples

#### I. Gazetteers

##### (a) INTERNATIONAL OR WORLD GAZETTEERS

- (1) Webster's Geographical Dictionary: a Dictionary of Names of Places with Geographical and Historical Information and Pronunciations. Springfield, Mass., Merriam, 1949. 1348p.
- (2) Columbia Lippincott Gazetteer of the World, ed. by Leon E. Seltzer. N.Y., Columbia Univ. Pr. By arrangement with J. B. Lippincott Co., 1952. 2148p.

##### (b) INDIVIDUAL COUNTRY GAZETTEERS

#### *India*

- (1) Imperial Gazetteer of India. New ed. Oxford, Clarendon Pr., 1907-31. 26v. maps. 1st. ed. 9v. 1881, and 2nd. ed. 14v., 1885-87. Ed. by W. W. Hunter.
- (2) Gazetteer of all the Districts of the Provinces of India, separately published during 1906-25.
- (3) District Hand Books published by the different States of the Indian Union under the 1951 Census Project.

*State Gazetteers*

*Germany*

(1) Meyers Orts-und Verkehrs-Lexikon des Deutschen Reichs. Leipzig, Bibliog.-Inst., 1912-13. 2v. maps, plans.

*France*

(1) Joanne, Paul Bénigne—Dictionnaire Géographique et administratif de la France. Paris, Hachette, 1890-1905. 7v. il.

*Great Britain*

(1) Bartholomew, John George—Survey Gazetteer of the British Isles, including summary of 1931 Census and reference atlas. 8th. ed. Edinburgh, Bartholomew, 1932. maps.

*United States*

(1) Douglas, Edward Morehouse—Boundaries, Areas, Geographic Centres of the United States. 2nd. ed. Washington, Govt. Print. Off., 1930. il. maps.

## II. Guide Books

These are primarily intended for travellers and contain a wealth of local information about the countries and places they describe, mentioning the sights worth seeing, viz., Museums, Monuments, Art Galleries, Temples, Churches, Mosques, Parks, Zoo, etc., and other places of amusement. They also inform the traveller about temporary accommodations available for them. General information on rail and air fares, passport formalities, rate of exchange, custom, etc., which are of paramount interest to travellers, are also given in good guide books. Very often, places not mentioned in Gazetteers and Maps are described in such guide books.

There are some well-known series publications in this field, covering all important countries and towns and there are also good ones on individual countries and places. The "Baedeker Series" and "Murray's Guide" are the most famous examples in each group. The Railway and Air Guides may also be considered as a separate group.

## Examples

### *A. Publications in Series*

- (1) Baedeker Guide Books. Leipzig, Baedeker, 1839-  
(new edition is under preparation, one on London and  
the other on Munich having already been published.)
- (2) American Guide Series. Written by Members of the  
Federal Writers Project, various publishers, 1937-50.
- (3) Muirhead's Blue Guides. (Guides bleues). In two  
Series.
  - (i) Muirhead's Blue guides (London, Benn)
  - (ii) Nagel's guide-books (Paris, Nagel).
- (4) Fodor's Modern Guides. ed. by Eugene Fodor.  
London, Newman Neame Ltd. and N.Y., Mckay,  
1953—.
- (5) Series of Guide Books on India and It's Places of  
Interest, and the "See India" Series. Published by  
Govt. of India, Ministry of Information and Broad-  
casting, Publication Branch, New Delhi.

### *B. Individual Publications on Countries and Places*

- (1) Murray's Guide or A Handbook for Travellers in  
India, Pakistan, Burma and Ceylon. 16th. ed. London.  
Murray, 1955.
- (2) Jenkins, Elmer—Guide to America. Washington,  
Public Affairs Pr., 1949. 705p.
- (3) Sunday Times Travel and Holiday Guide to the Con-  
tinent of Europe and to the British Isles. London, The  
Sunday Times, 1951. 2v.
- (4) Aspinwall, Algernon—The Pocket Guide to the West  
Indies. N.Y., Chemical Pub. Co., 1940.

### *C. Railway and Air Guides*

- (1) Bradshaw's British Railway Guide and Hotel  
Directory (monthly) and also its Indian Edition.
- (2) Bradshaw's British and Inter-national Air Guide  
(monthly).
- (3) ABC World Air-ways and shipping guide (monthly).
- (4) Shores, Louis—Highways in the Sky. N.Y., Barnes  
and Noble, 1947.

### III. Atlases, Maps, and Globes

#### A. Atlases

- (1) Bartholomew, John George—Citizen's Atlas of the World. 10th. ed. Edinburgh, Bartholomew, 1952.
- (2) Encyclopedia Britannica World Atlas; ed. by G. Donald Hudson. Chicago, Ency. Brit. 1951.
- (3) Rand McNally Commercial Atlas. (Revised annually). Chicago, Illin. Rand McNally. 500p.
- (4) Imperial Atlas of India, consists of all published maps of India. It is complete with title-page and index to maps. In India the preparation of one-fourth inch to one mile map was planned in 1824, and the first map was engraved and published in England in 1827. In 1905 a systematic scheme for the printing of Indian maps in colour was introduced by the Surveyor General of India.
- (5) Cosmopolitan World Atlas. Chicago. Rand McNally, 1949. 335p.
- (6) Hammond's Complete World Atlas. N.Y., Hammond, 1950. 375p.

#### B. Maps

- (1) International Map of the World or the "Millionth Map" London, British Ordnance Survey.
- (2) World Map. New York, American Geographical Society.
- (3) Maps of India and the States. Dehradun and Calcutta, Survey of India office.

#### C. Globes

Sixteen-inch Globes would be adequate for reference service. Those produced by G. F. Cram & Co., Washington; Denoyer-Geppert, Chicago; A. J. Nystrom & Co., Chicago; and Rand McNally & Co., Chicago, are good ones. Reference Section of every library should have at least one such globe.

## YEAR BOOKS AND ALMANACS

A considerable part of the questions tackled in the Reference Departments relates to current developments in the different fields of human activities. There is always an element of up-to-dateness in such information service. As encyclopedias may not cover current information regarding human conditions, events and progress in general and in the special fields of knowledge, there is the imperative necessity of coding such information in concise form. Such conditions can only be fulfilled by the class of reference tools, known as Year Books, Annuals, and Almanacs.

As defined in A.L.A. Glossary of Library Terms, (a) an *Annual* is a "yearly publication that reviews events or developments during a year";

(b) a *Year Book* is "An annual volume of current information in descriptive and/or statistical form";

(c) an *Almanac* is "(1) An annual publication containing a calendar, frequently accompanied by astronomical data and other information. (2) An annual year book of statistics and other information sometimes in a particular field."

### Evaluation

In addition to the application of the check-points mentioned generally for the evaluation of Reference Books, certain other important factors should be considered in the case of Year Books and Almanacs. Generally, they cover the events of the previous year using a title date one year in advance, and occasionally, the title does not indicate the imprint date, but the year covered. Note should also be taken of the frequency of publication, the format, and the index, whether cumulative, covering previous years or just covering the contents of the volume only.

### Classifications and Examples

For the sake of convenience, this type of reference tools may be classified and divided into the following categories, according to the scope and arrangement of information contained therein.

*A. The Annual Supplements to the Encyclopedias*

They attempt to supplement the background information contained in the original publication and in them the arrangement is the same as in the encyclopedias themselves. The coverage shows an improvement year after year in these publications and the bibliographies and statistics they supply are really helpful for Reference Librarians.

- (1) *Britannica Book of the Year: A Record of the March of Events, 1938—*. Chicago, Ency. Brit.
- (2) *The Americana Annual: An Encyclopedia of Current Events, 1923—*. N.Y., Americana Corporation.
- (3) *The New International Year Book: A Compendium of the World's Progress, 1907—*. N.Y., Funk & Wagnalls.
- (4) *Collier's Yearbook, 1939—*. Covering the Events of the Year. N.Y., Collier.

*B. Almanacs*

They contain a small section of calendar materials and are compendia of recent statistics, facts and other information of general nature. In them the records of recent events are arranged either in chronological order or classified by topics.

- (1) *Whitaker's Almanack, 1869—*; ed. by Joseph Whitaker. London, Whitaker.
- (2) *The World Almanac and Book of Facts, 1868—*. N.Y., World Telegram & Sun.
- (3) *Information Please Almanac, 1947—*; ed. by John Kieran. N.Y., Farrar & Strauss.

*C. Records of Progress*

They survey the events of the previous year and the accounts of progress in the fields of human activities.

- (1) *Year Book of the United Nations, 1947—*. Lake Success, N.Y., U.N. Dept. of Public Information.
- (2) *The Statesman's Year Book; Statistical and Historical Annual of the States of the World, 1864—*; by S. H. Steinberg. London, Macmillan.

- (3) The American Year Book; A Record of Events and Progress, 1925—; ed. by S. Michaelis. N.Y., Nelson.
- (4) The Annual Register: A Review of Public Events at Home and Abroad, 1758—; ed. by I. S. Macadam. London, Longmans Green.

*Records of Individual Countries*, Publishing annually detailed information about the events and progress of individual countries.

- (1) The Canada Year Book, 1905—. Ottawa. Bureau of Statistics, Canada.
- (2) The New Zealand official year Book, 1892—. Wellington, Census and Statistics Dept., Govt. of New Zealand.
- (3) India—A Reference Annual, 1950—. Govt. of India, Ministry of Information and Broadcasting, Publication Division.
- (4) Japan Year Book, 1933—. Tokyo, Foreign Affairs Assn. of Japan.

*Year Books dealing with Individual Subjects*, including Organizations and Professions.

- (1) Year Book of Education, 1932—. London, Evans Bros.
- (2) Year Book of International Organizations/Annuaire des organisations internationales, 1948—Geneva, Societe del' Annaire de Org. Int.
- (3) Year Book of World Affairs, 1947—; Under the auspices of the London Institute of World Affairs, London, Stevens & Sons.
- (4) Years' Art, 1880—. London, Hutchinson.
- (5) Years' Work in Librarianship, 1928—. Ed. by Arundell Ersaile. London, Library Association.
- (6) Writers' & Artists' Year Book, 1906—. London, Black.

### Typical Questions

1. What is the population of Turkey according to latest census ?

2. What were the outstanding movies of the past year ?
3. Where can I find a summary of recent boundary disputes and their settlements ?
4. How to find a chronological list of important events during last year ?
5. Of all the scientific developments in the last year, which contributed most to peace ?
6. What are the salaries of the Prime Ministers of U.K., U.S.A., and India ?
7. How many passengers and what aggregate tonnage of goods were carried in the Indian Railways in 1952-53 ?
8. Was there any Nobel Peace Prize award last year ?  
If so, who were the recipients ?
9. What is the time of sunrise and sunset in London on 10th. September, 1956 ?
10. What currency is used in Peru ?
11. How many States are original members of U.N.O. and who are they ?
12. Where to find an up-to-date list of publishers in Ireland ?
13. How to get a current list of National Laboratories in India ?
14. How to obtain an account of the progress of national research activities of the Commonwealth countries during the past years ?
15. Where to find a description and an appraisal of last year's visual arts products ?

## BIOGRAPHICAL DICTIONARIES

People's interest in other people is really insatiable. The volume of enquiries relating to biographical matter is so considerable and they are put in so many varieties of forms requiring information from so many different angles that the reference librarian sometimes feels baffled in spite of his having a large collection of biographical dictionaries at his command. / Facts about the lives of great peoples, living and dead, of the specialists in different fields of knowledge, of the royalty and nobility/ as well as of the common people, are enquired about. Apart from the ordinary\ questions about the dates of birth and death, names of wife and children, present address, etc.) there would be many biographical enquiries [about the academic achievements of notables, their professions and hobbies, their family life, etc.] Students would like to know about the invited specialist who reads a paper or gives a talk. Chairman of a meeting would like to have some knowledge about the person he is going to introduce as the main speaker. By means of biographical data, research workers may attempt to establish authority of disputed authors and specialists. To meet all such enquiries, the reference librarian takes recourse to the varieties of biographical dictionaries and other biographical entries in encyclopedias and dictionaries. The reference librarian also makes it a point to keep regularly the clippings of notices of death from the daily papers, creating his own 'Necrology File,' which would serve him well in confronting many enquiries, current or retrospective.

### Evaluation

The check-points, generally applicable to Reference Books, would also be valid for biographical source materials. It has, however, been noticed that quite a large number of spurious biographical dictionaries are issued, which lack proper authority. Vanity of individuals are exploited, and money, sometimes in considerable quantity, is extracted in advance, for inclusion\* of a biographical note in such publications of dubious value. The reference librarian should be wary of such works and should

always look to the reputation of the publishers, or editors, while evaluating such books.

The Biographical Dictionary has not been defined in the A.L.A. Glossary of Library Terms. We may, however, accept Louis Shores' definition, which defines it as "Essentially a directory of notable persons, usually arranged alphabetically by Surnames, with biographical identifications that range from brief outline to extended narrative."

### Examples

#### *A. Universal or International*

- (1) Webster's Biographical Dictionary; ed. by W. A. Neilson. 2nd. ed. Springfield, Mass., Merriam, 1943. 1736p. *Handy Index*
- (2) Chambers's Biographical Dictionary: The Great of All Nations and of All Times; ed. by William Geddie and J. P. Geddie. N.Y., Macmillan, 1949. 1010p.
- (3) Universal Pronouncing Dictionary of Biography and Mythology by Joseph Thomas. Philadelphia, Lippincott, 1930. 2550p.

#### *B. National—Retrospective*

- (1) Dictionary of National Biography; ed. by Leslie Stephen and Sidney Lee. London, Smith Elder, 1885-1901. 63v. Re-issued by Oxford Univ. Pr., 1922, in 22v. Supplements upto 1940.
- (2) Dictionary of American Biography. N.Y., Scribner, 1928-44. 20v. and Index.
- (3) Indian Biographical Dictionary by C. H. Rao. Madras, Pillar, 1915.

#### *C. Current—Universal and National*

- (1) Who's Who, 1849—(annual). London, Black.
- (2) Who's Who in America, 1899—(biennial). Chicago, Marquis.
- (3) World Biography. 4th. ed. N.Y., Inst. for Research in Biography, 1948. 2v.
- (4) International Who's Who. 15th. ed. London, Europa Publications, 1951. 1000p.

- (5) Who's Who in India, Burma and Ceylon (illustrated); ed. and compiled by Thomas Peters. Poona, Sun Pub. House, 1938.
- (6) Current Biography, 1940—(monthly except August). N.Y., Wilson.

#### *D. Specialist's Biographies*

- (1) Who Knows—and What, among Authorities, Experts, and the Specially Informed. Chicago, Marquis, 1950. 796p.
- (2) American Men of Science. 8th. ed. Lancaster, Pa., Science Pr., 1949.
- (3) Leaders in Education. 3rd. ed. Lancaster, Pa., Science Pr., 1951.
- (4) Sahitya Sadhak Charitmala, (Bengali). Calcutta, Bangiya Sahitya Parishad, 8v.

#### *E. Biographical Indexes or Bio-Bibliographies*

These are bibliographies basically, but they are also important in biographical references as they point out the sources of information. The entries contain the full name of the biographee, dates, and publications by and about him.

- (1) Biography Index; a Cumulative Index to Biographical Material in Books and Magazines. 1946-(Qrtly). N.Y., Wilson.
- (2) Index to Contemporary Biography and Criticism. New ed. rev. by Helen Hefling and N. J. Dyde. Boston, Faxon, 1934.
- (3) Logasa, Hannah—Biography in Collections. 3rd. ed., rev. and enl., N.Y., Wilson, 1940.

#### Typical Questions

1. Where to find a short life sketch of Job Charnok ?
2. What are the dates of birth, marriage and death of Lord Nelson ?
3. Sir Frederick Alexander Robertson died in 1918. Where did he reside in London ?
4. Dr. Bhaba is to give us a talk on "Peaceful Uses of Atomic Energy." May we have any biographical data on him ?

5. "Mr. Librarian, I am to preside over a popular lecture programme at the Science Institute. Prof. Weiner is to deliver the lecture. May I have some biographical information about him to introduce him properly to the audience ?"
6. What is the Coat of Arms of Lord NorthBrooke ?
7. When was Sir Winston Churchill Knighted ?
8. What led Rabindra Nath Tagore to relinquish Knighthood ?
9. The Prime Minister of India is a Barrister-at-Law. Did he ever practise in a Court ?
10. What is the total number of years that Mr. Lloyd George spent as Prime Minister of U.K. ?

## DIRECTORIES

Directories are very useful in the Reference Departments of public libraries and of the libraries of business organizations. These are mostly of interest to business people, to those in the professions, as well as to other individuals, who are in need of information regarding names, addresses, lists of members, qualifications for membership and other varieties of data relating to different organizations. Information regarding learned societies, educational and welfare institutions, clubs and social organizations, political associations and parties, professional and trades associations, etc., can be found only in this type of reference tool.

According to A.L.A. Glossary of Library Terms, a Directory is "a list of persons or organizations systematically arranged, usually in alphabetic or classed order, giving addresses, affiliations, etc., for individuals, and addresses, officers, functions and similar data for organizations."

Some of the information contained in Directories may also be found in yearbooks, almanacs and other reference tools.

This type of reference book may be divided into following groups:

- A. General or International.
- B. National or Local.
- C. Scientific and Learned Societies.
- D. Trades and Professions.

### Examples

#### *A. General or International*

- (1) Yearbook of International Organizations, 1950. 3rd. ed. N.Y., Hafner. 902p.
- (2) The World of Learning. 1947—. London, Europa Pub.
- (3) UNESCO. Directory of International Scientific Organizations. Paris, 1950.

*B. National or Local*

(1) Thacker's Indian Directory of India and Pakistan. 1861—. Calcutta, Thacker's Pr. and Directories Ltd.

(2) Kelly's Post Office London Directory—(annual). London, Kelly's Directories Ltd.

*C. Scientific and Learned Societies*

(1) National Research Council. Handbook of Scientific and Technical Societies and Institutions of the United States and Canada. 5th. ed. Washington, National Research Council, 1948.

(2) Scientific and Learned Societies of Great Britain; A Handbook Compiled from Official Sources. London, Allen & Unwin, 1951.

*D. Trades and Professions*

(1) Crockford's Clerical Directory. 1871—(annual upto 1948; two-yearly from 1949-50).

(2) National Associations of the United States, by J. Judkins. Washington, Commerce Dept., 1949.

(3) Kelly's Directory of Merchants, Manufacturers and Shippers of the World. 1880—(annual; originally in 2v., post-war editions in 1v.).

(4) World Diplomatic Directory and World Diplomatic Biography. 1950—(annual). London, Diplomatic Pub.

**Typical Questions**

1. When was the National Institute of Science of India founded ?
2. Who is the Executive Secretary of the American Anthropological Association ?
3. May I know the name of the Dean of the Faculty of Arts of the Bombay University ?
4. Can you provide me with a complete list of the Archbishops of Canterbury ?
5. Who is the Metropolitan of Calcutta ?
6. I want the names and addresses of three firms manufacturing Paints in India.

7. Can you give me the names of two Solicitors in the S.W. London ?
8. May I have information about some important international organizations on medical sciences ?
9. Has India diplomatic relation with Turkey ? If so, who is India's Ambassador there ?
10. Where may I find a list of clearing Agents of Calcutta ?

## HANDBOOKS AND MANUALS

Enquiries of "Fact-finding" type have a preponderance in public libraries. People are in search of facts. They are curious to know about certain strange customs, traditions and superstitions. They try to identify allusions, quotations and characters. They require statistical figures on population, education, and industry. They are anxious to know how meetings are conducted. The housewife solicits information on various domestic matters, *viz.*, cooking, recipes, gardening, etiquette, etc. There are such innumerable matters of popular interest which constitute the majority of 'fact questions' and pose a real problem before the reference librarian. Answers to some of them are very often elusive, and unless the reference librarian is resourceful in memory, imagination, and general and literary knowledge, he may not be able to co-ordinate the enquiry with the source material.

Although handbook and manual are identical terms, a distinction, though arbitrary, can be made, as manuals often include instructions on how to make, or how to do, or how to perform, etc.

This type of reference book brings together various types of information of popular interest, and may be defined as "a reference book of miscellaneous facts and figures on one or many subjects assembled for ready use, in response to popular interest or to a specific need for concise, handy information." (Shores)

A.I.A. Glossary of Library Terms defines a handbook simply as "a small reference book, a manual." It defines manual as "1. A compact book that treats concisely the essentials of a subject; a handbook. 2. A book of rules for guidance." The handbooks and manuals are thus essential reference tools for 'facts to know' and 'for instructions to do.'

For evaluation, the reference librarian should be cautious to check the source of data, accuracy of information, recency of it and its clarity.

## Examples

### A. Curiosity Handbooks

- (1) Kane, J.N.—Famous First Facts; A Record of First Happenings, Discoveries and Inventions in the United States. Rev. and enl. ed. N.Y., Wilson, 1950. 888p.
- (2) Stimpson, S. W.—Information Roundup. N.Y., Harper, 1948. 587p.

### B. Literary and Historical Handbooks

- (1) Benét, W. R.—Reader's Encyclopedia. N.Y., Crowell, 1948. 1242p.
- (2) Oxford Companion to English Literature. 3rd. ed. by Sir Paul Harvey. Oxford, Clarendon Pr., 1946. 931p.
- (3) Keller, Helen R.—Dictionary of Dates. N.Y., Macmillan, 1934. 2v.
- (4) Powicke, Frederick Maurice—Handbook of British Chronology. London, Royal Historical Soc., 1939. 424p.
- (5) Burgess, James—The Chronology of Modern India for 400 years. 1494-1894. Edinburgh, Grant, 1913. 483p.
- (6) Rickmers, C.M.D.—Chronology of India, from earliest times to the beginning of the 16th. Century. Westminster. Constable, 1899. 409p.

### C. Quotations and Proverb Books

- (1) Hoyt, J. K.—New Encyclopedia of Practical Quotations. N.Y., Funk & Wagnalls, 1940. 1343p.
- (2) The Oxford Dictionary of Quotations. London, Oxford Univ. Pr., 1941. 879p.
- (3) Champion, S. G.—Racial Proverbs: A Selection of the World's Proverbs arranged Linguistically. 2nd. ed. London, Routledge, 1950.
- (4) Oxford Dictionary of English Proverbs. 2nd. ed. rev. Oxford, Clarendon Pr., 1948. 740p.

*D. Statistical Handbooks*

- (1) Statistical Year Book of the United Nations. 1948.—  
U.N., N.Y., Lake Success.
- (2) Guide to Current Official Statistics. Vols. 1-3. Delhi,  
Office of the Economic Adviser to the Govt. of  
India, 1943-49.

*E. Documentary Handbooks*

- (1) Monaghan, Frank—Heritage of Freedom. Princeton,  
N. J. Princeton Univ. Pr., 1947. 150p.
- (2) Commager, H. S.—Documents of American History;  
5th. ed. N.Y., Appleton-Century-Crofts, 1949. 759p.

*F. Parliamentary and Debates Handbooks*

- (1) May, Thomas Erskine—A Treatise on the Law,  
Privileges, Proceedings and Usage of Parliament.  
Ed. by T. L. Webster; 13th. ed. London. 1924.
- (2) Robert, H. M.—Rules of Order. Chicago, Scott,  
Foresman, 1943. 323p.
- (3) Cruzan.—Practical Parliamentary Procedure. N.Y.,  
McKnight, 1946.
- (4) Auer, John, and Ewbank, H. L.—Handbook for Dis-  
cussion Leaders. N.Y., London, Harper, 1947.  
118p.

*G. Cook Books, Household Handbooks and Books  
of Formulas*

- (1) Given, Meta—Modern Encyclopedia of Cooking.  
Chicago, J. G. Ferguson Associates, 1949. 2v.
- (2) Post, Emily—Cook Book. N.Y., Funk & Wagnalls,  
1951.
- (3) Woman's Home Companion Household Book; ed. by  
Henry Humphrey. N.Y., Collier, 1948. 929p.
- (4) Pomeranz, H., and Koll, I. S.—The Family Physician.  
N.Y., Greystone, 1951. 588p.
- (5) Henley's Twentieth Century Book of Formulas, Pro-  
cesses and Trade Secrets; ed. by G. D. Hiscox.  
N.Y., Henley, 1945. 867+24p.

*H. Etiquette and Correspondence Handbook*

- (1) Post, Emily—*Etiquette; the Blue Book of Social Usage.* N.Y., Funk & Wagnalls, 1945. 654p.
- (2) Taintor, Sarah A., and Munro, Kate M.—*The Secretary's Handbook; A Manual of Correct Usage.* 7th. ed. rev. N.Y., Macmillan, 1949. 573p.

## Typical Questions

1. May I know the details of the First Motor Car ?
2. Who was the first Nobel Prize Winner in Literature ?
3. Can you help me in locating the following quotation :  
**"Society is now one polished horde,  
Formed of two mighty tribes, the Bores & Bored"?**
4. May I see facsimiles of German and Japanese surrender documents ?
5. Does hot water crack a thin glass easier than a thick one ?
6. What is the legend of Blarney Stone ?
7. Where may I have current international statistics on Crime ?
8. What is the form of acknowledging an R.S.V.P. invitation ?
9. I want to make my own brass polish. Can you help me with any formula ?
10. Who discovered X-Ray and when ?
11. There are two Samuel Butlers in English literary history. Which of them was the Satirist ?
12. What is the original language and country of origin of the proverb—"Wheat has chaff on every grain"?

## BIBLIOGRAPHIES

In reference work we are not interested so much with the analytical, historical or critical bibliography, as we are with the *systematic* bibliographies. The physical description of books as material things is not a reference concern and Reference bibliographies are actually those where entries have been arranged to display the subject matter of the books and other materials entered. We are therefore primarily concerned with the 'Subject' bibliographies, 'National' bibliographies, 'Book-trade' bibliographies and the 'Author' or 'Personal' bibliographies, etc.

Reference bibliographies are useful for: (1) Verification of titles; (2) information regarding the literature available on a subject; (3) appraisal of books by annotations or references to critical reviews; (4) information on the basic and best books on a subject; (5) bibliographical data about an author, etc.

Comprehensive bibliographies, which record books, periodical articles, and other analytical materials, are most useful for reference purposes. The information on each item should be full and definite. Indexing should be so facile that each item can be found easily and quickly by author, or by broad or specific subject. If possible, they should contain annotations to serve as critical guide to the literature of a subject. The post-war impetus given to researches in the fields of sciences, technology and humanities, has developed a new aspect of bibliographical reference work done by librarians, which is technically called *Documentation*. It is done in support of research and the term comprehends all the work involved in collecting the available data on particular subject or aspect of a subject, subject-classifying them, sometimes abstracting them, and presenting them in a properly indexed form for timely reference. The reference librarian who extends documentation service to his clientele, is a partner in research.

Bibliography in the sense described above may be defined as "a list of written, printed or otherwise produced records

of civilization; which may include books, serials, pictures, maps, films, recordings, museum objects, manuscripts and any other media of communication." (Shores). It is distinguished from a Catalogue as "not being necessarily a list of materials in a collection, a library, or a group of libraries." (A.I.A. Glossary of Library Terms)

### Evaluation

In applying the check-points prescribed for reference tools in general, special care must be taken in the case of bibliographies to see whether the compilers and sponsors are reliable, whether the purpose of the bibliography has been clearly stated and limitations of scope properly acknowledged. Those with alphabetic arrangement are much more preferred for information for individual books. For subject approach, a classified arrangement or alphabetical-subject arrangement under specific headings would be preferred.

We may classify reference bibliographies in the following sections:

#### *A. Selective or Eclectic Bibliographies*

*Selective or Eclectic Bibliographies*, which, as the terms designate, list the 'Best Books.' They may be either retrospective or current. They are very useful for answering enquiries regarding 'best book' on a subject or by an author. For libraries with limited funds, these also serve as book-selection tools. The current ones contain descriptive annotations of entries, including excerpts from authentic reviews.

#### *B. National Bibliographies*

*National Bibliographies* are lists of books published in a country or in a language, recording printed output in a given country. UNESCO, in its report "Library of Congress Bibliographical Survey," defines it as "activity in bibliographical matters carried on by agencies, group or individuals of a single country."

#### *C. Trade Bibliographies*

*Trade Bibliographies* are lists sponsored by the booktrade organizations.

### *D. Subject Bibliographies*

*Subject Bibliographies* are lists of books and articles on given subjects. As special cases, bibliographies of countries and persons may also be included into this category. Sometimes bibliographies of countries are also called 'National' bibliographies but it would be wise to consider a country as a subject. Bibliography of a person or author, which is also termed as "Bio-Bibliography," gives both biographical material about the author and a list of his writings. It is better therefore to regard an author or person as a subject.

Subject bibliographies are mostly in two sections: (a) the basic bibliography upto a fixed date, and (b) current bibliography, which supplements the basic one annually or at regular intervals. For handling enquiries about literature on a particular subject, either in recognized subject fields, or of countries or of authors, all the different kinds of bibliographies comprehended under the term 'subject bibliographies' would be very useful.

### *E. General or Universal Bibliographies*

*Universal Bibliographies* are those which list all the records of civilization, surveying the printed materials in many fields, and not limited by time, place, language, subject, author, or purpose.

### *F. Bibliographies of Bibliographies*

*Bibliographies of Bibliographies* are lists of separately published bibliographies, sometimes from the very beginning of printing to date. They may also be called Bibliographic Index. To meet enquiries on availability of bibliographies of the different categories mentioned above and for their identification, this type of reference bibliography would be useful.

## Examples

### *A. Selective or Eclectic Bibliographies*

- (1) Sonnenschein, W. S.—*Best Books*; 3rd. ed. London, Routledge, 1910-35. 6v.

- (2) Cooper, I. M. (ed).—A.L.A. Catalogue: an annotated basic List of 10,000 books, and Supplement, Chicago, A.L.A., 1926.
- (3) The Book list, 1905—(semimonthly). Chicago, A.L.A.
- (4) Book Review Digest, 1905—N.Y., Wilson.
- (5) Children's Catalogue;—7th. ed. N.Y., Wilson, 1946. 1104p.
- (6) Dickinson, Asa Don—The World's Best Books: Homer to Hemingway. N.Y., Wilson, 1953.

*B. National Bibliographies*

- (1) British National Bibliography, 1950—. London, Council of the British National Bibliography.
- (2) United States Catalogue: Books in Print, 1899—. N.Y., Wilson.
- (3) Bibliographie de la France. 1 er Nov., 1811—. Weekly Paris, Cercle de la Libr.
- (4) Deutsche Nationalbibliographie 1931—. Leipzig, Allgemeine Ausg.

*C. Trade Bibliographies*

- (1) Cumulative Book Index: a World List of Books in the English Language. 1898—. N.Y., Wilson.
- (2) Publishers' Trade List Annual, 1873—. N.Y., Bowker.
- (3) Whitaker's Cumulative Booklist, 1924—. London, Whitaker.
- (4) The English Catalogue of Books, 1801—. London, Low; Publishers' Circular, 1906—.

*D. Subject Bibliographies*

- (1) Cannons, H.G.T.—Bibliography of Library Economy: A Classified Index to the Professional Periodical Literature in the English Language. Chicago, A.L.A., 1927.
- (2) Library Literature, 1921—(semiannual). N.Y., Wilson.
- (3) Guide to Historical Literature. N.Y., Macmillan, 1937.

- (4) London Bibliography of the Social Sciences, 1931-50.  
London, London School of Economics, 9v.
- (5) Culver, Dorothy C.—Methodology of Social Science Research: a Bibliography. Berkeley, Univ. of California Pr., 1936.
- (6) International Catalogue of Scientific Literature, 1902-19. Royal Society of London. London., Harrison 14v.
- (7) Pearl, R. M.—Guide to Geologic Literature. N.Y., McGraw-Hill, 1951.
- (8) Smith, R. C.—Guide to the Literature of the Zoological Sciences; rev. ed. Minneapolis, Burgess, 1945.
- ✓(9) Cambridge Bibliography of English Literature; ed. by F. W. Bateson. London, Camb. Univ. Pr., 1940. 4v.
- ✓(10) Jaggard, William—Shakespeare Bibliography. New Haven, Yale Univ. Pr., 1922.
- (11) Arnim, Max—Internationale Personalbibliographie, 1800-1943. Stuttgart, Hiersemann, 1952. 2v.
- (12) Hambly, W. D.—Source Book for African Anthropology. Chicago, Field Mus. Nat. Hist., 1937. 2v. and supplement—Bibliography of African Anthropology, 1937-49.
- (13) Goodland, Roger (Comp.)—A Bibliography of Sex Rites and Customs: An annotated record of books, articles and illustrations in all languages. London, George Routledge & Sons., 1931.
- (14) Besterman, Theodore (Comp.)—A Bibliography of Sir James George Frazer. London, Macmillan, 1934.

#### *E. General or Universal Bibliographies*

- (1) British Museum. General Catalogue of Printed Books. London, Clowes, 1931—(in progress).
- (2) U.S. Library of Congress. A Catalogue of Books Represented by Library of Congress. Printed Cards issued to July 31, 1942. Ann Arbor, Mich., Edwards Bros., 1942-46. 167v. & supplements.

(3) Bibliothèque Nationale. Catalogue général des livres imprimés. Paris, Imprimerie Nationale, 1900-(in progress).

### *F. Bibliographies of Bibliographies*

- (1) Besterman, Theodore—A World Bibliography of Bibliographies; 2nd. ed. London, Besterman. 1947-49. 3v.
- (2) The Bibliographic Index, 1938—. N.Y., Wilson.
- (3) Widmann, Hans—Bibliographien zum deutschen Schrifttum der Jahre 1939-1950. Tübingen, Niemeyer, 1951.

### Typical Questions

1. A book with the title "Philosophical Physics", was published in 1950. Who are its author and publisher?
2. What books by Fortes Mayer were published during 1948?
3. Wherefrom to select a basic list for a Children's Library?
4. How many books on Religion were published in English Language during 1950-51?
5. How to make a list of dozen books on "Atomic Energy" published during the last two years?
6. What reference tools should be consulted to prepare a bibliography of Social Science?
7. What is the latest book written by J.B.S. Haldane?
8. Is any bibliography on Indian geology available? If so, how to know the details of that publication?
9. How to obtain a complete list of Shakespeare's works?
10. What books on Engineering have been recently published in the U.S.A.?
11. What is the best work of Hemingway?
12. What source material would be helpful in preparing a bibliography of "Phallic Symbolism"?
13. Sir J. G. Frazer wrote an article on "Garo Marriages." May I know when and in which journal it was published?

## SERIALS

### Their Indexes and Abstracts

The term 'Serials' is a very comprehensive one. Periodicals, newspapers, memoirs and transactions of learned societies, as well as the annuals are examples of serials. Annuals and Year Books have been separately dealt with. Here we are primarily concerned with the Periodicals, Newspapers, etc., and their Indexes, Abstracts and Summaries. Serials supplement the book-stock of libraries. There may even be subjects on which no books have been written, information thereof being available only in the periodicals. The importance of serials as printed materials, for dissemination of knowledge would therefore be manifold:

- (1) They offer contemporary information and opinion on subjects.
- (2) They supplement the information contained in books already published.
- (3) In the sciences, in technology, as well as in Social Sciences the latest writings always appear in periodicals.
- (4) They fill up the gaps in subjects on which no books have been written.
- (5) They provide for current bibliographies in the subject fields.
- (6) In special libraries, periodicals are more important than treatises and monographs, as the results of original investigations in the fields of Science and Technology appear in the form of articles in periodicals.
- (7) In the reference field contemporary questions involving current and retrospective information can only be answered by this type of source material.
- (8) The serial's articles have the advantage of being very brief which are easier to interpret for the reference librarian. The research worker also would like a condensed treatment.

## Definitions

A *Serial* is defined as, "A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, annuals, • (reports, yearbooks, etc.) and memoirs, proceedings and transactions of Societies." (A.L.A. Glossary of Library Terms). The "Glossary" has separately defined a *Newspaper* as, "a publication issued at stated and frequent intervals, usually daily, weekly or semi-weekly, which reports events and discusses topics of current interest." It defines a *Periodical* as, "a publication with a distinctive title intended to appear in successive (usually unbound) numbers or parts as stated at regular intervals, and as a rule, for an indefinite time. Each part generally contains articles by several contributors." For reference purposes we may group the newspapers, periodicals and all other serial publications including their indexes, abstracts and summaries, under the heading "*Serials*," which is thus capable of very wide connotation.

The reference source-materials for Serials may be divided into following types:

- A. Lists of Serials,
- B. Union Catalogues of Serials,
- C. News Summaries,
- D. Index to Periodicals, and
- E. Abstracts.

## Examples

### A. *Lists of Serials*

- (1) Ayer, N.W. (firm).—Ayre's Directory of Newspapers and Periodicals, 1880—(Annual). Philadelphia, Ayer.
- (2) Ulrich's Periodicals Directory: A Classified Guide to a Selective List of Current Periodicals, Foreign and Domestic; 7th. ed. by Eileen C. Graves; Caroline F. Ulrich; consulting editor. N.Y., Bowker, 1953.
- (3) World List of Scientific Periodicals published in the years 1900-1950. 3rd. ed. London, Butterworth, 1952.

## MANUAL OF REFERENCE WORK

(4) Willing's Press Guide, 1874—(Annual). London, Willing.

### *B. Union Catalogues of Serials*

(1) Union List of Serials in Libraries of the United States and Canada; 2nd. ed. N.Y., Wilson, 1943 and supplement.

(2) Union Catalogue of Learned Periodical Publications in South Asia, edited by Dr. S. R. Ranganathan & ors. Vol. I—Physical and Biological Sciences. Published for Indian Library Assoc. by G. Blunt & Sons, London.

(3) Union Catalogue of the Scientific and Technical Periodicals in the Libraries of Australia, ed. by Ernest R. Pitt; 2nd. ed. Melbourne, Commonwealth Scientific and Industrial Research Organization, 1951.

### *C. News Summaries and Index to Newspapers*

✓ (1) Keesing's Contemporary Archives; 1931—. Weekly Diary of World Events. London, Keesings Ltd.

✓ (2) Facts on File: A Weekly Synopsis of World Events, 1940—. N.Y., Pearson's Index, Pharos.

(3) Les Archives internationales 1944—. Paris, Pharos.

✓ (4) The Asian Recorder, 1955—. Delhi.

(5) Official Index to the Times, 1906—. London, The Times.

(6) The New York Times Index, 1913—. N.Y., The New York Times.

### *D. Index to Periodicals*

(1) Poole's Index to Periodical Literature, 1802-81, 2v. Supplements 1882-1906, 5v. Boston, Houghton Mifflin.

(2) International Index to Periodicals, devoted chiefly to the Humanities and Science, 1907—. N.Y., Wilson.

(3) Reader's Guide to Periodical Literature, 1900—. N.Y., Wilson.

✓ (4) Subject Index to Periodicals, 1915—(Annual). London, Library Association.

### E. Abstracts

- (1) Biological Abstracts, 1926—. Philadelphia, Univ. of Pennsylvania.
- (2) Chemical Abstracts, 1907—. Easton, Pa., Amer. Chem. Soc.
- (3) Psychological Abstracts, 1927—. Lancaster, Pa., Amer. Psy. Assn.
- (4) Sociological Abstracts, 1953—. Ann Arbor, Michigan, Edwards Bros.

The examples cited under the five categories of 'Serials' are important tools of reference. In the *Lists of Serials* are coded every possible information regarding the periodicals and newspapers—their publisher, editor, rate of subscription, place of publication, nature of contents, etc. In addition to providing answers to enquiries related to above-mentioned items they are useful or even indispensable as selection tools.

The *Union Catalogue of Serials* shows under classified or some other order, the periodical holdings of different libraries within a region. It opens the way for library co-operation, bringing within the knowledge of the librarians and their clientele, the titles of periodicals held by other libraries. It provides a solution of the problem of duplication of some titles and neglect of others, and opens up a possibility for some sort of co-operative selection.

News Summaries and Index to Newspapers serve as reference tools by answering enquiries on all significant news, both current and retrospective. Facts are recorded therein date by date, under proper subject headings, and reference is very easy due to their ingenious indexing technique.

Index to Periodicals are useful guides for answering source location questions. They open the access to current reference material. The heavy burden of plodding through the vast number of periodicals for locating the required materials on specific subjects of study or research, have been lifted from the weary shoulders of students, scholars and research-workers, by this innovation. James Wyer appreciates the importance of this type of reference tool in the following lines. Indexes,

according to him, is "a small group, but of an importance wholly out of proportion to its numerical strength." Reference librarians, particularly in the special libraries, should make it a point to supplement printed indexes by home-made ones, by analysing the current literature in the required subject and its related fields, to provide adequate service for their clientele.

*Abstracts*—In view of the extent and character of the periodical literature in Science and Technology, the abstract journals, which in addition to listing the new literature in a subject field, give brief abstracts of books and periodical articles, form the most important tool in the field. They are issued as current subject bibliography with descriptive annotations. Contents of highly specialized periodicals are covered by these abstracts. The specialized Indexes and Abstracts, the outcome of Documentation Service, are constantly used by research workers and librarians, as they systematically record the scattered articles in the subject fields and provide reliable summaries irrespective of the language of the original article.

### Typical Questions

1. What reference tool would the librarian consult to help a Fullbright Scholar in selecting periodicals according to the latter's choice, who has been offered free subscriptions to two periodicals for one year ?
2. How to prepare a select list of Scientific Periodicals published in India ?
3. What is the date of Nationalization of the Suez Canal by the Egyptian Government and what was the purpose of such action ?
4. How can I trace an article written by A. T. Michaelis, entitled, "Films and Scientific Research," which was published in 1950 ?
5. Who are the Foreign Diplomats, Rulers and V.I.P.s that visited India in 1955 ?
6. Can you help me in listing six Russian papers dealing with industry ?
7. Where can I find O. Henry's short story "Phoebe"?
8. How to trace the publishers of "Punch"?

9. May I have a list of current literature on "Plant Ecology" with short summaries of articles, if possible?
10. What are the chief daily newspapers in India?
11. Where can I find a summary report of the recent speech of the Prime Minister of India on the "Suez Canal Problem"?
12. Wherfrom may I get some knowledge about the periodical holdings on "Mathematics" of the Libraries in India?

## CATALOGUES

Printed Catalogue is useful as reference aid, both for bibliographical information and for location purposes. It is a list of books in one library, disclosing the resources of it, and identifying and describing books. A bibliography which is not actually confined to any library's stock, is therefore not a catalogue, but a catalogue may always be called a bibliography. They are also useful for verification of titles, information about authors, editions, etc. In the reference department, possession of printed catalogues of other libraries is an advantage, not merely for locating books, but also for locating them for inter-library loan. No library is self-sufficient in reference materials and each has to draw upon the resources of the other libraries to ensure a comprehensive service.

In this matter, the printed catalogues of the great national libraries, such as, the British Museum, Library of Congress, Bibliotheque Nationale, National Library of Calcutta, etc., would be very useful. Most of them have already been listed under the category "Universal Bibliography," as they function essentially as bibliographical tools and as records of publications in those countries.

These catalogues help both the cataloguers and reference workers of other smaller libraries.

Commercial Catalogues coming from book-sellers and book auction houses, sometimes ranking as finished bibliographies, are also very useful as book selection tools. Book auction catalogues published by Bernard Quaritch, Bowker, Harrassowitz, Foyles, Scribners, Wilson, and others, are important in this respect.

The printed book catalogues of important libraries are now-a-days supplemented by their monthly Accession or Acquisition lists, which are issued usually in classified order. They are either printed in sheets or cards, or cyclostyled. Libraries in India have also adopted this procedure, and there are quite a good number of such lists being issued regularly, for the benefit of the librarians and their clientele alike. Like the printed catalogues these accession lists also provide materials for bibliographical information and serve as aids to book selection.

## GOVERNMENT PUBLICATIONS AND DOCUMENTS

A large segment of reference service is monopolized by questions on Governments, and naturally, sources for their answers are found in government publications. These publications are not merely confined to the subject of administration, but they spread over a very wide range of subjects such as, Statistics, Education, Law, Agriculture, Business, History, Defence, and the Sciences. The statistical and other information found in almanacs and yearbooks are often based on government sources. Sometimes the best books or standard treatises on particular subjects have been found to be government publications. Those printed by governments, as well as those printed elsewhere with their authority and at their expense, may be termed as 'Government Publications.' The latter are sponsored by governments. Difficulties may arise sometimes, in locating such publication by author, as authorship is not easily identified in such cases, the names and nature of work of administrative departments being liable to periodical changes. Modern governments conduct researches in many fields of Science, Technology and Humanities and the publication of the results of such researches are often considered as pioneer work in these fields. In India, the basic works of reference on Linguistics, Archaeology, Anthropology, Geology, Applied Sociology, Public Health, etc., are government publications. Of the conventional types of reference books discussed in previous pages, the Government of India has been responsible for printing and sponsoring some of the best in the Categories of Dictionary, Atlas, Map, Gazetteer, Annual and Guidebook. The case is same with the other governments.

In defining such publication we may state that, any publication issued by the authority of a government, sponsored by it, and printed at its expense may be called a government publication. Items published by national, state, or local government bodies as well as, by inter-governmental organizations, such as, League of Nations and United Nations may also be included in this category.

So far as evaluation is concerned, government's imprint ensures their authority. They are less costly than other publications. On the other hand scant attention is given to their format, the indexes are either absent or inadequately compiled. Sometimes, editing is also very poor. This does not, however, adversely affect their importance as reference source materials.

### Examples

United Nations Documents Index. Jan. 1950—  
(Monthly). Lake Success, N.Y., U.N. Library Documents Index Unit. (The important publications of the specialized agencies of U.N., such as, UNESCO, WHO, ILO, FAO, etc., are recorded in it.)

(2) Childs, J. B.—Government Document Bibliography in the United States and Elsewhere; 3rd. ed. Washington, Govt. Print. Office, 1942.

(3) Breycha-Vauthier, A.C. de.—Sources of Information: A handbook on the Publications of the League of Nations. Geneva, 1939.

(4) Gregory, W. (ed)—List of Serial Publications of Foreign Governments, 1815-1931. N.Y., Wilson, 1932.

(5) U.N.—Publications, 1945-1949. Lake Success, U.N. Dept. of Pub. Inform., 1949-50. 2v.

(6) Boyd, A.M.—United States Government Publications: 3rd. ed., rev. by R. E. Rips. N.Y., Wilson, 1949.

(7) Consolidated List of Government Publications (Annual). London, H.M.S.O. (These lists are not cumulated, but "Monthly Lists" are consolidated).

(8) Indexes and Bibliographical Publications of H. M. Stationary Office. London, H.M.S.O., 1939.

(9) Brown, E. S.—Manual of Government Publications, United States and Foreign. N.Y., Appleton-Century, 1950.

✓(10) Catalogue of Civil Publications to the Government of India. Delhi, Manager of Publications, 1948. (Supplementary issues published as "Monthly List.")

## Questions

1. May I have the figures relating to infant mortality in the New York State for the last 3 years ?
2. What are the reports published by the World Health Organization, concerning its activities in the Under-developed countries, during 1954 ?
3. May I know the comparative figures or statistics of Indian Exports of raw materials, during the last five years ?
4. Can you help me with any publication on 'Road Research' based on the results of investigation carried out in the Department of Scientific and Industrial Research of U.K.?
5. Is any report available on the U.S. Government researches in Nuclear Physics ?
6. Has the Security Council of the United Nations recommended any measures for solving the Apartheid problem ? Is there any literature available on it ?
7. Is any Climatological Tables of the Observatories in India available ?
8. There are Emerald Deposits in the Rajasthan area. Has the Geological Survey of India published any report on it ?

## AUDIO-VISUAL SOURCES

Sometimes it may happen that, the printed words in the reference tools would fail to satisfy certain types of enquirers. Some media of communication, other than the verbal or printed materials, would be necessary in such cases. Modern education recognizes the utility of multi-sensory communication. Libraries as powerful adjuncts to regular educational institutions, are accordingly expanding the scope of their reference service by the use of audio-visual materials. An inquirer interested in folk-songs would be much more pleased to listen to the disc or tape-recording of such songs, than a mere reference to the printed source book. The curious adolescent would retain a permanent impression of the printing press, if he is shown a documentary film on it. He may not at all be impressed with any written account of the working of a press. In all kinds of libraries, including the special ones, there should be adequate arrangement for this type of sources. They should acquire, process and disseminate audio-visual materials in their course of reference work, for answering questions requiring such treatment. All media of communication other than the printed words fall in this category. They may again be classified into the following groups:

### *A. Museum Objects*

Under this heading, a collection, however small, of such materials as, paintings, sculpture, coins, stamps, archaeological and anthropological specimens may be kept. Specimens of strange sea-shell, giant sea-crab, pickled centipedes, framed pictures, rocks and minerals, coins of different periods and countries, models of historic or period costumes and ethnographical specimens may be exhibited as reference sources.

### *B. Graphics*

Photographs and Cartoons relating to famous objects, places and persons; charts and posters concerning public health and first aid, etc., may be included in this group.

### *C. Projected Materials*

Filmstrips, slides, films and microtexts, all of which can be viewed by means of a projector, have useful reference value.

### *D. Auditory Materials*

*Auditory Materials* include disc, tape and wire transcriptions and recordings, as well as radio programmes. Questions on music, speech, foreign language, etc., are better answered by transcriptions.

#### Examples

- (1) Falconer, V. M.—*Film Strips; a Descriptive Index and User's Guide*. N.Y., McGraw-Hill, 1948.
- (2) *Educational Film Guide, 1936—(Quarterly)*. N.Y., Wilson.
- (3) McCrum, B. P.—*Microfilms and Micro-Cards; their use in Research; a select List of References*. Washington, Library of Congress, 1950.
- (4) *Philadelphia Bibliographic Centre's Union List of Microfilms*; rev. ed. Ann Arbor, Mich., Edwards Bros., 1951.
- (5) Hall, David—*Records*. N.Y., Knopf, 1950.
- (6) Kolodin, Irving—*New Guide to Recorded Music*. Garden City, N.Y., Doubleday, 1950.

#### Typical Questions

1. May I have a look at the picture of the Grand Canyon ?
2. May I see a facsimile of the Title page of Gutenberg's Bible ?
3. What does the Jaw of the Neanderthal Man look like ?
4. What head-dress is used by the Nagas in their ceremonial functions ?
5. May I listen to any recorded speech of Winston Churchill ?
6. What was the official dress or costume during the time of the East India Company ?
7. May I have a visual description, and not textual, of the working of a modern printing press ?

## METHODOLOGY OF REFERENCE WORK

At the very outset, a procedural code for handling general information questions, as set forth by Louis Shores, is reproduced below, with some modifications:

1. For *language questions* involving meanings, spellings, pronunciations, word usages, abbreviations, signs and symbols, slang, dialect, names and foreign terms, consult *Dictionary Sources* first.
2. For *background questions*, involving "general information" or "all about" enquiries, consult *Encyclopedias* first.
3. For *trends questions*, involving records of progress, last year's happenings, and current events, consult *Year Books and Almanacs* first.
4. For *fact questions*, involving curiosities, statistics, documents, allusions, dates, literary terms, and *activity questions* involving "how to do" or "how to make," consult *Handbooks and Manuals*.
5. For *questions about persons, places and agencies*, involving biography, addresses, location, business and profession, etc., consult *Biographical Dictionaries, Geographical source materials and Directories*.
6. For *questions relating to location of printed materials*, such as books, essays, poems, plays, short stories, speeches, articles and original reports of research, consult *Bibliographies and Indexes* first.

The Reference Department of every type of library would receive questions or enquiries usually in the following manner:

- (1) A direct approach by the reader at the "Reference Desk,"
- (2) by the librarian's anticipation of a reader's problem followed by an offer to help the reader,
- (3) by post, and
- (4) by telephone.

On receipt of an enquiry, it is necessary to estimate whether the required information can be found quickly or not, so that, the enquirer may be asked either to hold on for a few minutes or arrangement may be made to communicate the answer to him later on, as the case may be.

Although similar questions may be asked by different persons in different types of libraries; although the technique of the search process is almost identical everywhere, there are some fundamental differences in the nature of reference work performed separately, in the Public Libraries, National and Copyright Libraries, University Libraries, College Libraries, School Libraries and the Children's Section in Public Libraries, and the Special Libraries. This is largely due to the differences in the composition of their clientele.

### *Public Library*

The *Public Library* caters to the recreational and intellectual needs of the people in general and of the locality in particular. Its reference stock, as well as the circulation stock is therefore small or large in proportion to the population it serves. The volume of reference work also varies accordingly.

It deals with a diverse constituency, having varieties of interest, and with widely divergent standards of education, culture and personality. Neo-literates may brush their shoulders with persons of high academic achievements; youth, restive with growing curiosity, may sit side by side with a retired old man serious and serene; the enterprising housewife intent on enlarging the amenities of home life by fruitful utilization of her leisure hours, may accompany another who seeks only an interesting fiction to kill her spare time.

This being the case, the range of reference enquiries and the service rendered therefor, may extend over a very wide area of subjects and topics in a public library. The reference librarian would therefore be better advised to study the community he serves, their composition, their general and special needs, their vocational and professional interests, their social and religious institutions, their economic structure and political affinities, etc. Although 'Fact and Background' questions pre-

dominate in public libraries, it would be unwise to exclude the possibilities of other types of questions.

The assistance given to the readers, in the nature of reference work, in a public library, strays much beyond the principle of offering guidance only. The reference librarian will not only supply the information asked for, by searching his own resources, he will even seek the help of other libraries and individuals, if he fails to find the proper answers to serious enquiries himself. It is obviously risky for him to attempt a lesson of self-help on his readers. The reference librarian therefore has got to be prepared for all sorts of eventualities, adapting himself to a greater range of knowledge and information.

### *National and Copyright Libraries*

The *National and Copyright Libraries* have not only comprehensive reference collections, they are also the repository of national book-stock, and of the government documents. They are, as such, used primarily as reference libraries by the indigenous people, as well as by the foreigners. They do much more in aid of research than the public libraries. Generally they discourage the idea of functioning as a circulating library. Those who indulge in such dual functions are reported to have administrative difficulties.

This type of library not only attends to the reference enquiries of its regular clientele, but it also plays a great part in meeting the demands made on its resources and service from other libraries, government departments and research institutions spread over a wide area.

### *University Libraries*

The constituency here is limited in number, aims and work. The constituents are the faculty and the students and occasionally the alumni and local community. The students are concerned with their general studies, and reference work with them is determined solely by the curriculum. The reference desk therefore should always display the latest syllabus and reading list for every course. Those doing postgraduate research in the universities can reasonably be expected to know how to solve

their own problems. Yet there is the necessity of some contact between them and the reference staff, who may be required to suggest sources of information or help the former in channelling bibliographical searches in difficult problems. The students are generally guided and not supplied with the information direct, and are also encouraged to conduct their own search. In the background, however, there is always the assurance that further guidance or help would be forthcoming, if necessary.

The reference staff should certainly know the research interest of the faculty or teaching staff and should always be ready to do small pieces of bibliographical research for them in reply to specific enquiries.

### *College Libraries*

In the *College Libraries* the clientele is fixed and relatively small, and almost of similar standard of education. Here, the reference department considers it a part of their objective to foster self-dependence on part of the students and the teaching staff, as the case is with the university libraries. A proper guidance to the source materials backed by an assurance of further help is almost sufficient for the under-graduates who are concerned with their general studies.

### *School Libraries and Children's Section of Public Libraries*

A special technique governs the reference activities with children. We have got to ascertain the child's individual interest and also that which arises out of the child's school work. Curiosities develop in the child's mind much earlier these days, and he expresses varieties of interests. Visual aids have much more appeal with them than the written matter, and as such, the majority of the reference materials used to meet their questions should contain sufficient illustrations. Illustrated dictionaries and encyclopedias, maps and globes and picture books should always be used in answering their enquiries.

Specimens of museum objects; photographs of famous things, places and persons; slides, film-strips and films—informative and documentary; and some auditory materials, such as, gramophone, radio, etc., should form a part of the reference

stock of a children's library or a school library as these would be more effective in satisfying their curiosity.

### *Special Libraries*

*Special Libraries exist primarily for reference and research.* There is no limit to the work they are expected to put in for solving difficult questions. The reference department's work in this connection may involve protracted searches. The clientele is limited, but in most cases wellinformed in their own subject fields.

The literature in the sciences and technology is vast and fast expanding. But fortunately it is well organized for the location of specific information. There are dictionaries, encyclopedias, handbooks and databooks available on almost all the subject fields. Ways of locating information contained in the periodicals publishing results of original investigations, on which special libraries lean hard, have also been evolved through the methods of documentation. The Indexes to Periodicals, the Abstract Journals, Abstract Cards, etc., are now in the service of the reference librarians.

As a first step in the method of reference work in the special libraries, the librarian should understand exactly what is asked for and why. A specific question would save time, and he would do well to have a discussion before he starts to answer the question.

Secondly, he should evolve a system of recording reference enquiries and answers thereto, in a uniform manner. A cumulative file of reference questions thus recorded would be important, as often questions recur, and answer may be given without going for a new search.

Thirdly, an organized effort should be made to maintain "Clippings Files" on relevant topics, so that, the information is absolutely up-to-date.

Fourthly, the reference department should prepare "Index to Current Literature" in the fields of their own interest, instead of waiting for the printed Indexes which have more or less general coverage. This is possible, because each special library is limited by its scope and effort, to a small precise field.

Lastly, there ought to be inter-library co-operation with facilities for use of collateral and supplementary reference materials, between the special libraries themselves.

The reference librarians in such libraries, whether belonging to Science-Technology or Business and Industry, should know in advance the specific subjects of investigation of the research staff and the fields of interest of the respective organizations, so as to prepare themselves with the latest items of information on those subjects, always searching and recording the newly published material.

## DESCRIPTION OF SELECTED REFERENCE BOOKS

Described below in alphabetic order, are one hundred selected Reference Books. The description is very brief, giving the outline of the contents, scope and arrangement of each book. The information given can, however, be supplemented by the students and librarians themselves, if they care to handle these books. Attempt should be made to examine critically as many of these books as possible, so that, one may earn the skill to get from each book all the varied kinds of information contained therein. It is difficult to absorb the enormous number of reference books which are in existence, but in course of time, knowledge and experience would cumulate and the student, or the librarian, may be able to carry as much information in his head, provided he takes up his profession seriously from the very beginning.

The introduction to each work should be carefully perused, the nature of entries observed and their peculiarities noted, so that, there would not be any difficulty in interpreting an entry to the enquirer. This is more important in view of the fact that, even in same types of reference books, different works may have diverse methods of arrangement of the information coded. Familiarity breeds understanding, when applied to books.

### *List of Reference Tools*

*Almanac de Gotha*—Gotha, Perthes, 1763—, (Annual). It is a primarily genealogical handbook of the royal and princely houses of Europe, given in its first section. In the other section statistical and descriptive information about various countries of the world are given. Lists of principal executives, legislative and diplomatic officials of each country are also there.

*Americana*—N.Y., Columbia Univ. Pr., 1931—. Its full title is "Incunabula and Americana," 1450-1800; a key to bibliographical study by Margaret

Bingham Stillwell. It lists Incunabula and selected bibliographies and bibliographical monographs, 550 such bibliographies before 1800, being included in it.

*Annual Register*—London, Longmans, 1761—. It is an annual publication surveying the events of the previous year. It has four sections, (1) History of United Kingdom, (2) The British Commonwealth of Nations, (3) Foreign history, (4) a section dealing with literature, arts, science, finance, trade and industry, law, etc. The work is carefully produced and the complete set is an asset for any library.

*Archives Internationales*—or Les Archives internationales “Pharos.” Paris, Pharos, 1944—. It is a weekly loose-leaf publication, like Keesing’s Contemporary Archives, recording and indexing news. Its different sections consist of biographies, politics, economics and also topics of current interest. The last section is a chronology of events.

*Asian Recorder*—Delhi, Sankaran, 1955—. A weekly digest of outstanding Asian events, with Index, ed by K. Raghuramaiah. It is a loose-leaf publication giving news summaries, like “Keesing’s Contemporary Archives.” It covers the Asiatic region of the world. It is a pioneer effort in this line in India.

*ASLIB Directory*—London, Association of Special Libraries and Information Bureaux, 1928—. It is a guide to sources of specialized information in Great Britain and Ireland, edited by G. F. Barwick. It is arranged alphabetically by subjects, with indexes of towns and persons. Under each subject heading it gives reference to appropriate libraries, museums, societies, etc., as well as noting relevant periodicals. It is now being replaced by Aslib’s “Guide to Sources of Information in Great Britain,” 1948—. These guides describe libraries and loan services in their first section, the second

records organizations, and the third lists such publications as directories, annuals, yearbooks, and periodicals.

*Ayer's Directory of Newspapers and Periodicals*—Philadelphia, N. W. Ayer & Sons, 1880—. It is a guide to the Newspapers and Periodicals published in U.S.A., Canada, Bermuda, Cuba, Philippines. The lists are classified. It is obviously an American list. It has a good collection of maps of the countries cited.

✓*Books in Print*—an author-title-series index to the Publishers' Trade List Annual. N.Y., Bowker, 1948—, (Annual). It has author and title indexes, so that any other bibliographical information, such as, price, publisher, etc., may be easily found. Very useful for book-selection, as well as reference.

*Bradshaw*—London, Blacklock, 1839—. (Monthly). It is mainly a railway guide and hotel directory issued monthly both in England as a British railway guide and in India, as an Indian railway guide. There is also Bradshaw's "International Air Guide," 1934—.

*British National Bibliography*—London, Council of British National Bibliography, 1950—. It is a weekly list of new books in which items are arranged in classified orders, according to the Dewey Decimal Classification. Each month a cumulated index of author, title and subjects accompanies the last issue. The work is based on items received by the British Museum through operations of the Copyright Act. It is not exhaustive, the coverage being limited by exclusion of music, maps, many government publications and cheap novelettes.

✓*Burke's Peerage*—London, Burke, 1826—, (Annual). Burke's genealogical and heraldic history of peerage, baronetage and knight-age, Privy Council and Order of Precedence, by J. B. Burke. It gives the lineage of peers and barons in details.

*Cambridge Bibliography of English Literature*—Edited by F. W. Bateson. Camb., Univ. Pr., 1940. 4v. A very useful bibliography in its field, with considerable coverage. English literature of the Dominions and India also included partially. Arranged chronologically and under periods, by the literary forms. Indispensable as a reference bibliography in the college, university and public libraries.

*Catalogus Catalogorum*—1891—1903. 3v. It is a bibliography of manuscripts, chiefly in the Sanskrit and Pali languages, by Aufrechts. Madras University brought out a supplement to it.

*Chambers's Biographical Dictionary*—The Great of All Nations and All Times, ed. by William Geddie and J. P. Geddie. London, Chambers, 1949. It is a very useful, small Biographical reference tool. Contains also an Index of selected pseudonyms and nicknames.

*Chambers's Encyclopedia*—Originally edited by Dr. Andrew Findlater, new ed. by David Patrick. London, O. U. Pr., 1950. 15v. It is an entirely new work. The quality of its entries is on the whole, very good. It is a recent British encyclopedia and can be found in all British reference libraries. It is on a smaller scale than Britannica, but sometimes its information is more up-to-date than the latter. It contains some lengthy articles and numerous shorter ones. Most articles are signed and the list of contributors includes outstanding scholars. Many articles have useful bibliographies appended.

*Citizen's Atlas of the World*—Ed. by John Bartholomew, 10th. ed. Edinburgh, Bartholomew, 1952, includes 158 maps.

*Collier's Encyclopedia*—N.Y., 1949-50, v. 1-17 (in progress). It is a new encyclopedia aimed at junior college level. 17 of its 20 vols. have already appeared. The style is popular, clear and concise, and

generally, articles contributed by specialists and signed, are short, under small subjects. There are illustrations and maps, but no bibliographies with articles. It is announced, however, that v. 20 will include bibliographies and index. The work is more advanced than the juvenile encyclopedias in its treatment and choice of subjects, but its coverage is not as great, and information is not usually as detailed, as in the "Britannica" and "Americana."

*Columbia Encyclopedia*—Bridgewater and E. J. Sherwood; 2nd. ed., 1950, in one volume. It is a compact work with concise articles and no illustrations. Particularly well adapted for quick reference. There are about 70,000 articles. The work is strong in place names and in biography, including sketches of living persons. Brief selected bibliographies are appended to many articles.

*Columbia Lippincott Gazetteer of the World*—ed. by Leon E. Seltzer. N.Y., Colum. Univ. Pr., 1952. Lists in one alphabet the places of the world, giving population, location, altitude, trade & industry, natural resources, cultural institutions, etc. It is one of the world's best geographical reference tools.

*Cumulative Book Index*—A world list of books in the English language. N.Y., Wilson & Co., 1898—. Published periodically with cumulation to form supplements to the "United States Catalogue." Now published monthly, cumulated into annual, and other volumes ultimately superseded by the permanent 5 year cumulation. Its great merits are wide scope and method of cataloguing. It is a dictionary catalogue with author, title and subject entries in one alphabet; there are also suitable cross-references.

*Daily Mail Year Book*—A Handy Reference Book on Questions of the Day. ed. by G. B. Newman. London, Associated Newspapers Ltd., 1900—.

It is a small pocket-book type of reference work mainly giving information of U.K. There are sections on current affairs, sports and recreation, etc. A useful biographical section is also there.

*Dictionary of National Biography*—ed. by L. Stephen & Others. London, Smith Elder, 1885-1901.

The main work appeared in 63 volumes. It was later condensed into 22 volumes. Supplements have been added to keep it up-to-date. All important inhabitants of British Isles and the colonies are included, exclusive of living persons. It also includes noteworthy Americans of the colonial period. It gives excellent bibliographies. Trevelyan describes it as "the record of nation's past that any civilization has produced." The D.N.B. is certainly invaluable in reference work.

*Directory of International Scientific Organizations*—Paris, UNESCO, 1950—.

There are three main chapters dealing with basic sciences, applied sciences and miscellaneous. About 200 organizations listed. Subject Index.

*Encyclopedia Americana*—N.Y., and Chicago, Enclop. Am. Pr.; new ed., 1949. 30v.

It uses the method of continuous revision, like the Britannica. It is an American encyclopedia of repute and it is likely to contain information not easily found elsewhere. Some of its bibliographies are good. It is supplemented by a yearbook. It also includes a number of vocabularies under such readings as "Insurance Terms" and "Workshop Terms." Important articles are by specialists and signed. Particularly strong in its information about American Towns and Cities, and its statistics are up-to-date.

*Encyclopedia Britannica*—Chicago, Encyl. Br. Co.; 14th. ed. by J. L. Garvin & F. H. Hooper, 1949. 24v.

It began as a collection of monographs by specialists. Biographies of famous persons and historical subjects were also included. It has gone through several editions, of which 9th. and 11th. are known for their scholarship. It has a detailed subject index. The articles are mostly of considerable length and frequently signed. To keep itself up-to-date it is issuing a supplement from 1938 onwards with the title "Britannica Book of the Year." Of its 24 volumes the last one contains atlas and index. It has a good bibliography at the end of each article. For modern factual information the new edition (1955) will be very useful.

*Encyclopedia of Islam*—London, Luzac, ed. by M. Th. Houtsma & Others, 1911-38. 4v. and suppl.

A dictionary of the geography, ethnography and biography of the Muhammadan peoples. It is the most important reference work in English on Islamic subjects. Articles are signed and have bibliographies. It is a work of authority and high scholarship. One volume encyclopedia on the subject published in 1953 by E. J. Brill, Leiden. ("Shorter Encyclopedia of Islam.")

*Encyclopedia of Religion & Ethics*—Edinburgh, Clark; ed. by James Hastings, 1908-27. 13v. including index. It is a comprehensive work in this class, including articles on religions, ethical systems, beliefs and customs, moral practices and related subjects in anthropology, mythology, folklore, etc. It also gives names of persons and places connected with any of these subjects. Articles are signed and have full bibliographies at the end of each article.

*Encyclopedia of Social Sciences*—N.Y., Macmillan; ed. by E.R.A. Seligman & Others, 1930-35. 15v. The last one is the Index. It is the first comprehensive encyclopedia of the whole field of the social sciences. It covers all important topics in the fields of political science, economics, law, an-

thropology, sociology, penology and the social aspects of education, psychology, biology, medicine art, etc. It is international in scope and treatment. Articles are by specialists and signed by full names. There are good bibliographies; includes many biographies of deceased persons; about 50% of articles are biographical.

*English Catalogue of Books*—issued in Gr. Br. and Ire. 1801—. London, S. Low, Publisher's Circular, 1906—.

Entries in the weekly "Publisher's Circular" are cumulated into annual volumes of The English Catalogue of Books, 1801. The arrangement is by author or editor, title, and when the title is not sufficiently explanatory the book is arranged under a subject heading as well.

*Europa*—London, Europa Pub. 1946—. (Loose-leaf).

It is an annual survey of European politics, art and literature, European Who's Who and directory and statistical review of Europe. It is in two vols., the first being the Encyclopedia of Europe, and the second part contains "Who's who." It is a loose-leaf publication kept up to-date with additional and revised sheets at frequent intervals. It has no index but a list of contents at the beginning of sections.

*Facts on File*—a weekly world news digest with cumulative index. N.Y., Person's Index, Fact's on File Inc. 1940—.

A weekly loose-leaf classified digest of news arranged under broad headings, viz., world affairs, national affairs, foreign affairs, finance and economics, arts and science, etc.

*Famous First Facts*—N.Y., Wilson, by J. N. Kane; rev. and en. 1950.

It is a record of *first* happenings, discoveries and inventions. There is also a geographical index, two chronological indexes and a biographical index.

It is one of the best examples of curiosity handbooks.

*Funk & Wagnall's Standard Dictionary of Folklore, Mythology and Legend*—ed. by Maria Leach. N.Y., Funk & Wagnalls, 1949-50, 2v.

It contains a representative selection of gods, heroes, tales, motifs, customs, beliefs, songs, dances games, proverbs, etc., of the cultures of the world. Vol. I includes "Survey Articles" on special subjects, suchas, Fairy Tale, Folklore, etc, which are written by specialists. Bibliographies follow the articles.

*Glossary of Library Terms*—by Elizabeth H. Thompson. Chicago, Amer. Liby. Assn., 1943.

It includes technical terms used in Libraries with a selection of terms in related fields, such as archives, bibliography, printing and publishing, paper, binding, illustrations, etc.

*Hansard*—London, H.M.S.O.

The Debates of Great Britain's Parliament are generally cited as Hansard. Since the 5th. ser. it is an official publication, and contains complete and verbatim reports of debates and all division lists. The first four series were unofficial; their reports of debates are neither complete nor verbatim and not all division lists are given in full.

*Haydn's Dictionary Dates*—and universal information relating to all ages and nations; by Joseph Haydn. London, Ward, Locke, 1910.

It is a dictionary of history and general information alphabetically arranged. Information under each heading given mainly in chronological lists.

*Hutchinson's Technical and Scientific Encyclopedia*—ed. by C. F. Tweney and I. P. Shirshov. London, Hutchinson, 1935-36. 4v.

It gives information about terms, processes, data in pure and applied science, construction and engineering and the principal manufacturing in-

dustries. It has a bibliography, naming 3000 books and other sources of information, under subjects.

*Imperial Gazetteer of India*—Oxford, Clarendon Press, 26v., maps. The first 9v. edn. (1881) and the second 14v. edn. (1885-87) were edited by W. W. Hunter. new ed. 1907-31.

This useful reference book includes historical, topographical, ethnical, agricultural, industrial, administrative and medical aspects of the various districts of India. The new edition of 26v. is completely a new work. First four volumes describe the Indian Empire as a whole, Vols 5-24 is the gazetteer portion the arrangement of which is alphabetical, Vol 25 is the Index and Vol 26 is the Atlas.

*Index Bibliographicus*—3rd. ed., compiled by Theodore Besterman, (Bilingual—Eng. and French) Paris, UNESCO, 1951-52.

It is a directory of current periodical abstracts and bibliographies compiled along the lines laid down by the International Conference on Science Abstracting. Indexed by Subject and Title.

V. 1—Science and Technology,  
V. 2—Social Sciences, Education, Humanistic Sciences.

*Index Generalis*—Paris, Dunod, 1953—, 19th. year 1952-53.

It is the yearbook of universities, libraries, museums, scientific institutions, learned societies, etc. Originally published since 1919. Its publication was suspended during the last war. The personal index is valuable. Covers all types of institutions and all countries except U.S.S.R.

*Index Translationum*—Paris, UNESCO, 1950-52. 4v.

It is an international bibliography of Translations. The coverage includes U.S.S.R.

## MANUAL OF REFERENCE WORK

*India—A Reference Annual.* New Delhi, Research & Reference Div., Ministry of Infr. & Br. 1953—, (Annual).

It contains factual and statistical information compiled from official and other authentic sources. There are 37 chapters on different aspects of India with bibliography and index. It is a very useful reference book.

*India at a Glance—A comprehensive Reference Book on India by G. B. Binani and T. V. Rama Rao.* Calcutta, Orient Longmans Ltd., 1953—.

It is a very ambitious work giving all round information about India. There are 84 chapters, giving among other information a summary of India's constitution, political parties, Govt. officials' directory, financial, commercial and industrial matters; education, sports, religion, art and architecture, and other factual information. The States have also been dealt with. Some biographies are also there. There is a General Index and a table of contents.

*Indian Annual Register—Calcutta, Ind. Ann. Reg. Office, 1918—.*

It is an annual digest of public affairs of India, recording nation's activities each year, in matters political, economic, industrial, educational, social, etc. It is edited by N. N. Mitra, and issued in two six-monthly volumes. This is a very useful work on Indian problems and is national in character. Publication suspended since partition of India.

*Indian Yearbook and Who's Who—Bombay, Times of India Office, 1914—.*

It is now issued as "India and Pakistan yearbook and Who's Who." It is a statistical and historical account giving the constitution, population, commerce, communication, etc. It is based on standard yearbook of international reputation.

*Information Please Almanac*—ed. by John Kieran. N.Y., Farrar, Strauss, 1947—. (Annual.)

It is an almanac of miscellaneous information with classified arrangement and a general index. Timely articles by Specialists. There is a Who's Who section.

*International Index to Periodicals*—Devoted chiefly to humanities and sciences. N.Y., Wilson, 1907—.

It is a cumulative author and subject index to a selected list of the periodicals of the world in the fields of sciences and humanities. It is very important for all research libraries. Similar to "Readers' Guide," but journals of scholarly type, including foreign ones, are indexed here.

*International Yearbook of Education*—Geneva, International Bureau of Education, 1933—.

It reviews the educational progress of the previous year, under primary education, secondary education, vocational education, etc., and the information regarding countries arranged alphabetically.

There is a table of contents and no index.

*International Who's Who*—London, Europa Pub., 1935—. (Annual.)

Contains short biographies of prominent persons. It supersedes "European Who's Who" published in vol. 2. of "Europa."

*Keesing's Contemporary Archives*—London, Keesings Ltd., 1931—.

It is a publication recording and indexing news. This appears in weekly parts, and each week a fresh index is supplied, which cumulate and the vols. complete themselves every three years. A good deal of information on particular matters can be traced with the help of index.

*Keller's Dictionary of Dates*—Dictionary of Dates by Helen Rex Keller. N.Y., Macmillan, 1934, 2v.

It is an outline of events, or history of the world from the earliest times. Like Haydn's book it is arranged by country and then chronologically.

**Kelly's Directory of Merchants, Manufacturers and Shippers, etc.**—London, Kelly's Direct. 1880—, 2v. (Annual.)

Covers information regarding the whole world.

Vol. I—Foreign Countries;

Vol. II—Gr. Britain, Dominions and Colonies.

It gives list of names of firms, separate list of trades, of trademarks and indexes, of telegraphic addresses. It is more or less international in scope, although the bias is for the United Kingdom.

**Libraries, Museums, and Art Galleries Year Book**—Periodically published since 1897. The latest edition is 1955.

It gives lists of Libraries, Library Associations, Museums, Art Galleries of U.K. and of other countries. Arrangement countrywise.

**Library Literature**—ed. by D.E. Cole. N.Y., Wilson, 1934.

It is an Author and Subject Index with abstracts or Digests from selected items of books, periodicals, thesis and ephemeral matters in Library Science and Librarianship.

**Linguistic Survey of India**—compiled and edited by Sir G. A. Grierson. Calcutta, Supdt. Govt. Printing, 1903-1928. Vols. 1-11 (with parts). Vol. I is the introductory volume and the last one deals with "Gipsy language." The Indo-Aryan languages have been dealt with exhaustive details in several vols., 5-11, separately in groups, viz., Eastern Group (Bengali, Assamese, Bihari and Oriya), Southern Group (Marathi), Northwestern Group (including Kashmiri), Central Group (Punjabi, Gujrati, etc.); vol. 4 deals with Munda and Dravidian languages; vols. 2 & 3 deal with tribal languages.

*Murray's Guide*—or a handbook for travellers in India, Pakistan, Burma, and Ceylon. London, Murray, 17th. ed. by A. C. Lothian 1955.

It is a complete guide with general information, railway and other routes to places of interest, with small directories, sketches, maps, etc., of important states and districts.

There is also an historical outline covering India and Pakistan, and sections showing internal air services, a directory and an Index.

*Newspaper Press Directory*—London, Benn., 1951—.

It is one of the best directories giving particulars of the periodicals and newspapers of Great Britain and Ireland, and includes the overseas press information regarding addresses of publishers of periodicals and newspapers as well as other information regarding them.

*Orbis*—Encyclopedia of Extra European countries, London, Europa Pub., 1938—.

It is a loose-leaf encyclopedia giving directory type of information like "Europa" to which it is a companion volume. It gives for countries of Africa, America, Asia and Australia, lists of academic societies and institutions, and also of persons associated with these bodies.

*Oxford English Dictionary*—A new English Dictionary on Historical Principles, ed. by Sir J. H. Murray & ors. 1888-1933, 10v. and suppl.

It is also called Oxford Dictionary, Oxford English Dictionary or O.E.D. New English Dictionary or N.E.D.; or is cited as Murray's Dictionary. It is the greatest dictionary of the language based on the application of historical method to the life and use of words. History of each word is supported by quotations. It has a total vocabulary of 414,825 words and it includes 1,827,306 quotations.

*Poole's Index to Periodical Literature*—Originally edited by

Wm. Fred. Poole. Boston, Houghton, 1802-1881.  
rev. ed. 1891; 2v.

Periodical articles of the greater part of 19th. century is included in one alphabet of the main work, which is very convenient. Even book reviews are entered. There are no author entries in Poole. It is a pioneer work as Index to American and English periodicals. It is a subject Index of 590,000 articles.

*Post Office London Directory*—London, Kelly's Direct. Ltd.

It includes in its additional information a good deal of material that is national in character in its banking, legal, postal and parliamentary sections. It is also a transport directory and country gazetteer. It also includes maps.

*Publishers' Trade List Annual*—N.Y., Pub. Weekly. 1873—.

It is a collection of publishers' catalogues arranged alphabetically by publishers' names. It lists only books in Print and is similar to English Reference Catalogue.

*Readers' Guide to Periodical Literature*—N.Y., Wilson, 1905—.

It is an important general index to periodicals, issued fortnightly. It cumulates during the year, has annual vols. and then vols. covering two years. It has entries for authors, titles, and subjects. There is an abridged "Readers' Guide" also issued since 1935. It is a periodical index of the best type. It gives dictionary catalogue of all articles.

*Reference Catalogue of Current Literature*—London, Whitaker, 1874—.

This work lists books in print in England, and is in two vols. The first vol. is an author catalogue, and the second one is of titles. Titles are often inverted, so that the word in them, which best indicates a book's subject, comes to the front. This means that the title index is to some extent also a subject guide to the books recorded.

*Roget's Thesaurus*—of English Words and Phrases, new rev. ed., N.Y., Crowell, 1946.

It is classified and arranged so as to facilitate expression of ideas, and assist in literary composition. It is a book of synonyms and antonyms in American and British usage.

*'Statesman Yearbook'*—Statistical and Historical Annual of the States of the World. ed. by Steinberg. London. Macmillan, 1864—.

It is divided in four main sections: International Organizations, British Commonwealth of Nations, the United States, and other countries. It gives for each country brief accounts of its constitution and Government, area and population, religion, education, finance, commerce, communications, defence, etc., with relevant statistical material. Bibliographies conclude the entries for each country. It is the most useful of all general year books, indispensable in any type of library.

*Statistical Abstract for India*—Published by the Commercial Intelligence Dept., Govt. of India, 1911-12 to 1939-40.

The series is being continued by the office of the Economic Adviser, under the title "Guide to Current Official Statistics." It gives all statistical information regarding India. The last issue for 1946-47, was published in 1949. Since 1948 it is supplemented by its *Monthly Abstract of Statistics, 1948*—.

*Subject Index to Periodicals*—London, Library Association, 1915—.

It is a British publication, and had a different title in its early years. It is an alphabetical subject index to the contents of some 350 periodicals all of which are in English language. There is no author index.

*Subscription Books Bulletin*—Chicago, Am. Liby. Assn. 1930—, (Quarterly.)

It critically reviews the different types of conventional reference books. Is a great help in selection of reference materials. After careful examination it indicates whether a book is recommended or not. It's views are not biased.

*'Thacker's Indian Directory*—Calcutta, Thacker's Press & Directories Ltd., 1861—.

Covers information about central and provincial Government, of business, trade and commerce, societies, educational institutions, etc. It also gives names and addresses of Government officials, legislators, businessmen, etc. It is conveniently arranged in sections, with a general index.

*Ulrich's Periodicals Directory*—ed. by Caroline F. Ulrich; 6th. ed. by Eileen C. Graves; N.Y., Bowker, 1951.

It is a classified guide to a selective list of current periodicals. Entries include title, subtitle, date of origin, publisher, frequency, prices, and other information. Information regarding particular characteristics of a periodical is also given.

*Union Catalogue of Learned Periodicals in South Asia*—ed. by Dr. S. R. Ranganathan & Ors. Vol. I—Physical & Biological Sc., Pubd. for Ind. Liby. Assn. London, G. Blunt & Sons.

It is a list of learned periodical holdings in the libraries of South Asia, India included. The work was sponsored by UNESCO. It covers only the Physical and Biological Sciences but the list on these subject fields is more or less comprehensive. It is a valuable reference tool for Special Libraries.

*United Nations' Statistical Yearbook*—New York, Dept. of Economic Affairs, United Nations. It is carrying on the record of statistical yearbook of the League of Nations; first issued in 1927. Useful statistics of different nations, giving information on area, popu-

lation, commerce, trade, etc., are compiled in one volume.

*Van Nostrand's Scientific Encyclopedia*—2nd. ed. N.Y., Van Nostrand, 1947.

It covers the basic sciences, the applied sciences, and engineering. Many of the special sciences are also included. Each science has been dealt by a single author. In it over 10,000 terms of scientific interest are arranged alphabetically, with an extensive system of cross-indexing. It is a one volume book. Special feature is the progressive development of the discussion of each topic.

*Vedic Concordance*—Cambridge, Harvard Univ. Pr., 1906. by Maurice Bloomfield.

It is an alphabetical index to every line of every stanza of the published Vedic literature and to the liturgical formulas thereof, which is an index to the Vedic Mantras, together with an account of their variations in different Vedic books. (Harvard Oriental Series, Vol. 10).

*Visva-kosha*—Calcutta, Nagendra Nath Basu, ed., 1309-1318 B.S.

It is an encyclopedia in Bengali language. It gives origin and meaning of all Bengali and Sanskrit words; contains short and lengthy articles on religion, anthropology, philosophy, sciences and practically all branches of knowledge. It also gives biographical notes on ancient and historical characters of all countries. Hindi edition of the same is also available. Before completing the second edition the editor died.

*Webster's Biographical Dictionary*—ed. by A. Merriam-Webster; 2nd. ed. by W. A. Neilson, editor-in-chief. Springfield, Mass, Merriam, 1943.

It is a concise biography of note-worthy persons. No restriction of period, nationality, race, or occupation. Living persons also included. There are about 40,000 entries.

## MANUAL OF REFERENCE WORK

✓ *Webster's Geographical Dictionary*—Springfield, Mass., Merriam; 1949.

It is a dictionary of names of places with geographical and historical information having more than 40,000 entries. It gives information regarding location, area, population, etc., for the largest cities and important countries. It also gives geographical features, historical monuments, and a concise history. Includes full-page and smaller inset maps.

✓ *Webster's New International Dictionary*—2nd. ed. Springfield, Mass., Merriam, 1950.

Like Oxford English Dictionary, it contains over 400,000 words and is of American origin. Recent printings of Webster include a separate section of new words. It uses an arrangement to be found in no other dictionary, the "divided page." The main alphabet occupies the upper part of each page and sometimes the whole of it. The lower part of many pages is occupied by a subsidiary alphabet containing obsolete and rare words, proverbs, etc. It is essential to remember this other alphabet when searching for unfamiliar words.

*Wharton's Law Lexicon*—by J. J. S. Wharton; 4th. ed. by A. S. Oppe. London, Stevens, 1938.

It is an epitome of Laws of England, also giving technical terms and phrases and their explanations.

It deals with the statutory laws, case law, ancient, modern and commercial laws, with selected titles relating to civil, scot's and Indian law.

✓ *Whitaker's Almanac*—London, Whitaker & Co., 1869—.

It is probably the most generally useful single volume in libraries of many kinds. Its index is at the front of each volume. Three editions of each volume are published each year. It is primarily a record of recent events, and the information is given in the nature of general compendia. Al-

though called "Almanac," the calender material is only a part in it.

*Whitaker's Cumulative Book List*—London, Whitaker & Co., 1924—, (Quarterly).

It is the complete list of all books published in the U.K. giving details as to author, title, subtitle, size, number of pages, price, date, classification and publisher of every book. Items are both classified into broad groups and also arranged in author and title order. After yearly cumulation, the annual volume is published. Author and title sections are further cumulated for 5 year and 4 year lists.

*Who's Who*—An annual biographical dictionary. London, Black, 1849—.

It is the pioneer work of the Who's Who type; and still one of the most important works. It is primarily British but prominent names of other nationalities are also included. Biographies are reliable and very detailed; giving main facts, addresses, and in case of authors, lists of works.

*Who was Who*—London, Black.

It is in three vols. It is another biographical dictionary referring to those who died in the period 1897-1940, and it serves as a companion to Who's Who.

*Willing's Press Guide*—London, Willing, 1874—, (Annual).

A very useful alphabetical list of newspapers and periodicals issued in U.K. with all relevant information. Those of other countries also included.

*Winchell's Guide to Reference Books*—7th. ed. by Constance M. Winchell. Chicago, A.L.A., 1951. And supplement.

It is a revision of Mudge's Guide to Reference Books. It is planned to serve as (1) a selection aid for librarians, (2) as a reference manual for the library assistants and research workers, and

(3) as a text book for the student of Librarianship. About 1,500 additional entries in 7th. edition. The arrangement is also different. Dewey classification has been followed, but the Dewey number has been omitted. Sub-division under each subject is by countries, U.S. first, the rest in alphabetical order. Each entry has been assigned a code number. There is a detailed author, title and subject index to help locate specific books. It gives descriptions and annotations for the books cited, and is international in scope.

*World Almanac—and Book of Facts*, N.Y., World Telegrams 1868—.

It is the most comprehensive of American almanacs of miscellaneous information. It contains information on administrative and educational matters, mostly American. Political organizations, societies, historical list of famous events, etc., are also included in it. It is a very useful handbook having an alphabetical index at the front of each volume.

*World Bibliography of Bibliographies*—by Theodore Besterman. London, Pubd. by Author, 2v.

At the end of the 2nd. vol. there is an index. As the name suggests, it is a bibliography of bibliographies and its arrangement is alphabetical. National Bibliographies have been entered under the name of the countries; subject bibliographies under names of subjects, etc., all in one alphabet.

*World Biography*—N.Y., Inst. for Research in Biography, 1940. 4th. ed., 1948 in 2v. A-L and M-Z.

The entries are arranged alphabetically giving good sketches of about 40,000 noted persons.

*World Diplomatic Directory and World Diplomatic Biography*—London, Diplomatic Publishers, 1950—. (Annual).

It is divided into 2 parts, each arranged alphabetically by country. Part I gives principal

Missions and Consular Offices abroad of each country, including the United Nations. Part II gives brief biographical information for officials included in the first part. Supplements issued at irregular interval.

• *World Handbook of Educational Organizations and Statistics*—Paris, UNESCO, 1952.

It gives basic data on educational systems of 57 countries, number of schools, pupils, teachers, etc., of each state with explanatory texts. Also contains international glossary of educational terms. It is divided under 5 headings: pre-school, primary, secondary, vocational, and teacher-training. It has a general index, a bibliography and tables for each country.

✓ *World List of Scientific Periodicals*—Pubd. in the years 1900-1933. London, O.U.P., 2nd. ed. 1934.

It is an alphabetical list of over 36,000 periodicals showing location in 187 libraries in Gr. Britain. Each entry includes the full name of the periodical, place of publication, etc. Entries are alphabetized by title of publication rather than by the name of the society or institution.

*World List of Social Science Periodicals*—Bi-lingual, French and English. Paris, UNESCO, 1953.

The specialised periodicals in the social sciences have been listed with a note on each. There are Indexes of Titles, Authors and Subjects.

✓ *World of Learning*—London, Europa Publication, 5th. ed. 1956.

It is a standard guide to the academic, scientific and cultural life of every country in the world. It lists their universities, colleges, libraries, museums, learned societies, professional associations and research institutions. It also gives the names of Professors, Deans and Principals, Curators, and Librarians, etc. There is an index of Institutions

and a separate index of names. It is a standard reference work of academic interest.

*Writers' and Artists' Yearbook*—London, Black, 1906—.

It is a directory for writers, playwrights, film writers, photographers and composers. It contains lists of English and American journals and magazines, with statement of kind of material accepted by each, and rate of payment, lists of publishers, literary agents, classified index of magazines, and other kinds of directory material useful to writers, etc.

*Yearbook of International Organizations*—*Annuaire des organizations internationales*. Brussels, Union of International Associations. 1951—.

It is in French and English. It gives a general survey and detailed information about international organizations and associations, currently active. Alphabetical, analytical, geographical indexes are in both French and English.

*Yearbook of Scientific and Learned Societies*—London, Griffin, 1884—.

It is a commercial publication giving information of a directory nature. The name of the society, address, object, administration, membership and other relevant information for each entry has been given in it.

*Yearbook of the United Nations*—Lake Success, N.Y., Dept. of Pub. Inf., U.N., 1946/47—.

It gives summaries of U.N.'s activities and achievements. The first volume, published in 1947, gives an idea of origin and evolution of the U.N. It includes texts of documents. It contains a "Who's Who" portion.

*Yearbook of Universities of Commonwealth*—Binder's title—"Universities Yearbook." Upto 1947, the title was "Yearbook of the Universities of the Empire." London, Bell, 1914—.

It gives fairly detailed information about the

universities of the British Commonwealth including names of administrative officers and faculties, general information as to history, library, museums, requirements for admission and degrees, scholarships, etc. There is an index of names.

**Year's Work in Librarianship**—Originally edited by A. Esdaile & Others, upto vol. 11. Vols. 12-13 edited by J. H. P. Pafford. vol. 14 by W. A. Munford. London, Library Association, 1928—.

Each chapter is written by a special writer on important publications in the fields of Librarianship and Bibliography. It includes both books and periodical articles.

## INDIAN REFERENCE MATERIALS

India certainly lags behind U.K., U.S.A. and other Western countries in the matter of publication of Reference Books of the conventional types. Her achievement in this field is limited to some such publications sponsored by the government and private agencies. There have been cases, however, of individual scholars having produced genuine works of reference by their lone efforts. Much original researches have also been done in the past by foreign scholars in specific subject fields, which have resulted in the publication of some monumental works of reference of enduring value. The products attributed to Risley, Grierson, Hunter and others do not strictly conform to the standard of reference tools, although they are authentic basic background reference materials in the subject fields of Indian ethnology, linguistics, geography, etc.

Unfortunately, India lacks pioneer efforts by her book-trade to produce reference books comparable to those produced by Wilson, Bowker, Whitakers and others. We do not find anything here like Wilson's Indexes and their cumulations, which are perfect reference tools. Search for knowledge and information is definitely increasing day by day. Investigations in the fields of science, technology, humanities and their allied disciplines have been stepped up considerably, yet the main reference tools on which both the scholars and librarians in India lean hard for search of material or information, are all of foreign origin. Few libraries in India can afford to keep these costly tools. Much is left to be done therefore in this regard by the book-trade.

An attempt has been made in this chapter to take an inventory of the reference tools of Indian origin. The lists given below would not be comprehensive or exhaustive; they would, however, give us an idea of the extent of publication of reference books in our country.

*Dictionaries**English:*

- (1) General Basic English Dictionary. Ed. by C. K. Ogden. Bombay, Times of India Press.

*Sanskrit:*

- (1) Comprehensive Sanskrit-English Dictionary, by Taraknath Tarkavaehaspati, Calcutta.
- (2) Handy English-Sanskrit Dictionary, by B. D. Mulgaokar. 2nd. ed., Bombay, Narayan Co., 1936.
- (3) Namalinganusasana: Amarakosha, by Amara Singha. Ed. by Shiva Datta. 6th. ed., Bombay.
- (4) Practical Sanskrit-English Dictionary, by V. S. Apte. 3rd. ed., Bombay, 1924.

*Bengali:*

- (1) Bangiya Sabdakosha, by Haricharan Bando-padhyaya. Calcutta, Visva Bharati, 1339 B.S., 5v.
- (2) Bangla Bhasar Abhidhan, by Jnanendra Mohan Das. 2nd. ed., Calcutta, Ind. Pub. House.
- (3) Chalantika, by Rajsekhar Bose. 6th. ed., Calcutta, M. C. Sarkar, 1355 B.S.
- (4) Modern Anglo-Bengali Dictionary, by Charu Chandra Guha. Dacea, 3v.

*Hindi:*

- (1) Bhasa-Sabdakosha, by R. S. Shukla. Allahabad.
- (2) Consolidated English-Hindi Dictionary, by Raghuvira. 2nd. ed., Nagpur.
- (3) Hindi-Bangla Abhidhan, by Gopal Sastri. Calcutta, Beng. Mass. Educ. Soc.
- (4) Hindi Sabda Sagar. Banaras, Nagri Pracharni Sabha.
- (5) Nalanda Bishal Sabdasagar. Delhi, New Imperial Book Depot.

- (6) Standard Illustrated Anglo-Hindi Dictionary. Ed. by R. C. Pathak. Banaras, Sri Ganga Pustakalaya.
- (7) Student's Romanized Practical Dictionary. Hindi-English and English-Hindi. 6th. ed., Allahabad, 1946, 2v.
- (8) Twentieth Century English-Hindi Dictionary, by S. R. Bhandari. Ajmer, 5v.

*Urdu:*

- (1) Hindusthani-English Dictionary, by S. W. Fallon. Lahore.
- (2) Royal Dictionary, English and Hindusthani. Ed. by T. Craven. Lucknow, Methodist Pub. House., 1904.
- (3) Standard English-Urdu Dictionary. Ed. by Abdul Haq. Aurangabad—Dn., 1937.

*Persian:*

- (1) Boorhani Quatin: A Dictionary of Persian Language, by Moohmud Hoosein. Calcutta, Medical Press, 1834.
- (2) New Royal Persian Dictionary, by S. C. Paul. Allahabad, Ram Narayan Lal, 2v.

*Tibetan:*

- (1) English-Tibetan Colloquial Dictionary. by C. A. Bell. Calcutta, Beng. Sectt. Bk. Dep., 1920.

*Assamese:*

- (1) Anglo-Assamese Dictionary. Nalbari, Assam, 1950.
- (2) Anglo-Assamese Dictionary. Calcutta, Macmillan.
- (3) Anglo-Assamese Dictionary. Compd. by Giridhar Sharma. Shillong, 1951.

*Oriya:*

- (1) Concise English-Oriya and Oriya-English Dictionary, by Ram Chandra Acharya. Barhampur, 1952.

(2) Sarala Utkala Abhidhana, by Kulamani Das.  
4th. ed., Cuttack.

*Marathi:*

(1) Marathi Sabdaratnakar, by V. G. Apte. 2nd. ed., Poona, Ananda Karyalaya, 1932.

*Gujarati:*

(1) Pocket Dictionary, English-Gujarati, by V. J. Vaisnab. Surat, 1955.  
(2) Standard English-Gujarati Dictionary, by V. G. Vyas & S. G. Patel. Ahmedabad, 1913.

*Tamil:*

(1) Dictionary of English and Tamil, rev. ed. by Rev. P. Percival. Madras, 1900.  
(2) Tamil Lexicon, Madras Univ. Pr., 6v. and Suppl.

*Telugu:*

(1) Dictionary of English-Telugu and Telugu-English, by C. P. Brown. Madras Christian Soc.  
(2) English-Telugu Dictionary, by P. Shankara Narayana. Madras, 1950.  
(3) Suryayandhra Nighantu: Telugu Lexicon. Madras. Andhra Society Parishad.

*Malayalam:*

(1) English-Malayalam Dictionary, by N. H. Haran. 2nd. ed.. Alleppy, Vidyarambha Pr.  
(2) English-Malayalam Dictionary, by T. Zacharias. Mangalore, 1907.

*Kanarese:*

(1) English-Kanarese Dictionary, by D. K. Bharadraj. Hubli, 1951.  
(2) English-Kanarese Dictionary. Mysore Univ. Pr. 1947.

*Subject Dictionaries*

(1) Ayyar's Law Lexicon. Madras, Law Jl. Pr.

- (2) New Medical Dictionary, etc., by Baker & Margerison. Calcutta, Standard Lit. Co.
- (3) Wealth of India: A Dictionary of Indian Raw Materials and Industrial Products. 3v. & parts. New Delhi, C.S.I.R.

### *Encyclopedias*

#### *English:*

- (1) Encyclopedia of General Codes and Acts of India, by T. B. Sapru. Bombay, Butterworth. 14v. and Suppl.

#### *Bengali:*

- (1) Encyclopedia Bengalensis, by Amulya Charan Vidyabhusan. Calcutta. (Incomplete).
- (2) Shishu Bharati, ed. by Jogendra Nath Gupta. Calcutta, Ind. Pub. House, 10v.
- (3) Visva-Kosha. Ed. by Nagendra Nath Bose. Calcutta, Visva-Kosha Pr., 1309-18 B.S., 22v.

#### *Hindi:*

- (1) Hindi Visva-Bharati, ed. by Narayan Chaturvedi & Krishna Ballav Dwivedi. Lucknow,

#### *Tamil:*

- (1) Tamil Encyclopedia. Madras Univ. Pr., 2v. pubd. (Incomplete).

### *Geographical Sources*

- (1) Bengal in Maps, by S. P. Chatterjee. Bombay, Orient Longmans.
- (2) Bihar in Maps, with explanatory text by P. Dayal. Patna, Kusum Prakasan, 1953.
- (3) District Gazetteers, published by the different Provincial Govts. during 1906-25.
- (4) District Handbook, published by the States Govts. of the Indian Union, under 1951 Census Project.
- (5) Guide Books on India and her places of interest, and the "See India" series. New Delhi, Pub. Br., Mins. of Inf. & Br.

- (6) Guide to Calcutta. Jadavpur, Indian Assn. for Cultivation of Science.
- (7) India in Maps. New Delhi, Pubn. Br., Mins. of Inf. & Br. 1950.
- (8) Map Catalogue. Dehra Dun, Survey of India Office, 1950.
- (9) Maps of India and the States. Dehra Dun & Calcutta, Survey of India Office.
- (10) Rennell's Atlas of Bengal. (24 sheets, 1778-80). Dehra Dun, Survey of India Office.
- (11) Tribal Map of India. Calcutta, Department of Anthropology, 1956.

### *Year Books and Annuals*

- (1) Barshapanji (Bengali). Calcutta, S. R. Sen Gupta.
- (2) Calcutta Stock Exchange Gazette: Official Year Book. Calcutta, Stock Exchange Assn.
- (3) Cotton Textile Industry Annual.
- (4) Hindusthan Year Book Calcutta, M. C. Sarkar.
- (5) India: A reference Annual, 1950—. New Delhi, Pubn. Div., Mins. Inf. & Br.
- (6) Indian Annual Register, 1918—. Ed. by N. N. Mitra. Calcutta, Ann. Regr. Office.
- (7) Indian Labour Year Book, 1950—. New Delhi, Ministry of Labour.
- (8) Indian Press Year Book. Madras.
- (9) Indian Sugar Industry Annual.
- (10) Indian Year Book and Who's Who, 1914—. Bombay, Times of India.
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As stated in the beginning of this chapter, the above list contains only those items which have been published in India. Many good ones have been left out, being of foreign origin. Similarly excluded, are those background materials on Indological subjects, which do not conform strictly to the different categories of reference tools. Most of them have either been cited as examples in other chapters, or included in the preceding one.

It is likely that some of the items mentioned above may fall short of the approved standard if critically evaluated, but the list bears out that India can produce reference books by its own efforts. It cannot be gainsaid also that this potentiality has not been exploited to the fullest extent. Excepting in the categories of Dictionary, Directory and Year Book, India has not made much effort to produce better reference books. There is method in the systematization of knowledge and information, which, when codified in concise form, makes a reference tool. India still lacks any systematic organization for this purpose.

No one would deny that India possesses intellectual capacity to produce an encyclopedia of international standard, or

that India has sufficient materials to produce an Indian counterpart of D.N.B. and Who's Who. But obviously the initiative for this should come from the government. Deplorable lapses are also evident in the categories of Bibliography, Serials, Indexes and Abstracts. The efforts made hitherto in this connection lack in consistency and purpose. The prospect of our having the Indian National Bibliography, the first issue of which is expected soon, does not appreciably mitigate the situation. This regrettable lacuna in the field of systematic acquisition, organization and dissemination of knowledge should not be allowed to persist, in view of the fact that India is now on the threshhold of an industrial revolution, having extended its areas of research to fields heretofore untapped. If we recognize libraries as useful auxiliary to educational and research institutions, and librarians as partners in research, we must make provision for efficient organization of Reference Service in every important library. This only can lead to a proper *liaison* between research work and materials for study.

The government, both at the centre and the states, industrial organizations, scientific and learned societies and the universities of India should be conscious of their responsibility in this respect. They have thus a duty to perform, by promoting proper library service, extending facilities for study and research in this new branch of science and by sponsoring publication of reference books of the requisite standard, in an organised manner.

## **APPENDIX—I.**

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